

## **Rutland Parent Carer Voice (RPCV) Data Protection Policy**

Rutland Parent Carer Voice is committed to fully complying with the Data Protection Act 1998, and all applicable data protection principles, including adherence to General Data Protection Regulation (GDPR) guidelines and protocols. These principles ensure that all personal information is:

- Fairly and lawfully processed
- Processed for specified and limited purposes
- Adequate, relevant, and not excessive
- Accurate and up to date
- Not kept longer than necessary
- Processed in accordance with the rights of individuals
- Kept secure
- Not transferred to others without adequate protection

Rutland Parent Carer Voice acknowledges that these principles apply to both paper and electronic records.

No personal information will be shared with any third party unless explicit consent is provided by the individual concerned. Individuals may request to have their personal details removed from our records at any time or request a copy of the information held about them.

The membership database will be accessible only to designated members of the Steering Group or staff who have agreed to comply with this Data Protection Policy.