



Data Protection:

What Are Your Rights?

Document Reference SDP-001/20

This Document is Marked: **Unrestricted**

Published Date 23 May 2021

DATA PROTECTION:

What are your rights?

- You have the right to see, and request a copy of, any information about you that we hold in a retrieval system, such as a computer or paper index system.
- You have the right to challenge us about any information relating to you we hold in a retrieval system and have this changed.
- You have the right for your details to be removed from a retrieval system.

What we WILL do with the information you give us:

- ✓ We will hold and use your information confidentially.
- ✓ We will only use it for the reason you have provided. i.e., membership or event information concerning Sisu.
- ✓ If we do contact you, and you decide not to continue with the group, we delete all your information after 3 months, this allows time for data to be entered into our statistical data.
- ✓ We will compile statistical data from time to time for the purposes of funding applications for example, but this will never include references to a particular individual.
- ✓ In order to keep you up to date with information and events, we may include you in our mailing list or email list.

What we WILL NOT do with the information you give us:

- ✗ At no time will we provide any of your information to a third party without your permission
- ✗ We will never sell or give our mailing lists to a third party.
- ✗ We will not disclose any of your information to another member of sisu, or anybody else unless it is absolutely necessary.
- ✗ We will not hold any information concerning you for longer than is necessary.

MONITORING, EVALUATION & COMMUNICATION

Document Creation

Document Created by: Paul Smith

Document Created on: 23rd May 2021

Communication.

This policy will be made available to all members of Sisu and external organisations.

Monitoring & Evaluation

The Development Team will review this policy every **6** months.

Next Review Date

Actual Review Date

Reviewed by

Amendments

Date	Amendment Type	Amendment	Authorisation
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Associated Documents:

SDP-002/20	Data Protection Policy
SDP-003/20	Data Agreement: Digital
SDP-00420	Data Agreement: Physical, with Notes