

DATA PROTECTION POLICY FOR SOUTH Poetry Magazine

Introduction

SOUTH Poetry Magazine collects and uses certain types of information about the individuals and organisations it comes into contact with in the course of its work and the delivery of the service it provides. The purpose of this policy is to outline how SOUTH Poetry Magazine processes such information subject to its obligations under the Data Protection Act 1998 and other relevant legislation.

Data Protection Act 1998

The Data Protection Act 1998 is designed to ensure that personal data about living individuals is handled properly by organisations and that the rights of individuals to access information that is held about them are protected. Any person or organisation that handles personal data must therefore comply with the requirements of the Act.

What Is Personal Data?

Personal data is information about a living individual from which that person can be identified. Such information can exist in a variety of formats, for example, on a computer or in a paper filing system.

What Principles Apply To The Collection Of Personal Data?

There are eight governing principles that must be followed in connection with the processing of data about individuals. These state that information must: 1. Be processed fairly and lawfully. 2. Be collected and processed for the particular purposes specified. In other words, it must not be collected for one reason and then used for another. 3. Be adequate, relevant and not excessive for the purposes for which it is kept. 4. Be accurate and, where necessary, kept up-to-date. 5. Not be kept for longer than necessary. 6. Be processed in accordance with the subject's rights. 7. Be kept securely and adopt measures to guard against its accidental loss. 8. Not be transferred outside the European Economic Area unless the country receiving it has an adequate level of protection for the rights and freedoms of data subjects.

How We Use Personal Data

All personal data is treated strictly in accordance with the terms of the Data Protection Act 1998. This means that, as outlined below, confidentiality will be maintained and appropriate security measures are taken to prevent unauthorised disclosure.

Under the Act, SOUTH Poetry Magazine is the data controller and its Management Team are therefore ultimately responsible for implementing this policy and the procedures it sets out.

Where appropriate, all new Management Team Members will be given training as part of their induction on this policy and SOUTH Poetry Magazine procedures around data protection and confidentiality.

Usage: In accordance with the Act, SOUTH Poetry Magazine will only use the personal data that others have chosen to provide for the purpose for which it was requested. SOUTH Poetry Magazine will not use it for any other purpose without the prior consent of those concerned.

Furthermore, SOUTH Poetry Magazine will not disclose personal data, such as names, addresses, email addresses or telephone numbers, to any organisation or person outside of SOUTH Poetry Magazine without the prior explicit or implied consent of those concerned, unless it is under a legal obligation to do so, e.g. where withholding such information would place an individual at risk.

Storage & Access: All personal data held by SOUTH Poetry Magazine is kept with the consent of those who have provided it. In all cases, access is strictly controlled and limited to those who are authorised to use it in the course of their duties for the organisation.

Only SOUTH Poetry Magazine Management Team have access to personal data (or to whom such information has been revealed) and recognises that it is a criminal offence to pass personal data to anyone who is not entitled under the Act and other legislation to have access to it.

Any individual about whom SOUTH Poetry Magazine holds personal data shall be given access to the data held about them upon request. At all times, SOUTH Poetry Magazine will ensure that the rights of such individuals can be fully exercised.

Handling & Retention: SOUTH Poetry Magazine will not keep personal data for longer than necessary.

SOUTH Poetry Magazine will also take reasonable steps to ensure that all personal data it holds is kept up-to-date by putting in place measures through which data subjects can update the information held about them.

Disposal: Once the retention period has elapsed, SOUTH Poetry Magazine will ensure that personal data is destroyed by secure means, i.e. by shredding, pulping, burning and electronic records deleted.

Policy Review This policy will be reviewed by the management committee to reflect best practice in response to changes in relevant legislation or an identified failing in its effectiveness.