

# SEND Voices Wokingham - Data Protection Policy

Registered Charity No: 1201621



SEND Voices Wokingham will fully comply with the current Data Protection legislation and data protection principals, which state that information must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant, and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with individuals' rights
- Kept secure
- Not transferred without adequate protection

SEND Voices Wokingham recognise that the above principles relate to both paper and electronic systems of record keeping.

This information will not be disclosed to any other party, unless with specific permission of the person it relates to. Any person may request that their details are removed from our records at any time. Any person may request a copy of their information at any time.

The membership database will be held on a system with encrypted access and not shared or sold to any other parties. No information relating to SEND Voices Wokingham Membership will be stored on personal devices.

The membership database may only be held by named members of the Steering Committee or anyone representing SEND Voices Wokingham who have signed this form.

All Steering Committee members or anyone representing SEND Voices Wokingham agree to abide to the principles and rules of this policy.

Policy Agreed: 18<sup>th</sup> April 2018

Policy Reviewed and Agreed: 20<sup>th</sup> April 2020

Policy Reviewed Date: 6<sup>th</sup> December 2022