



Moulsecoomb Forest Garden and Wildlife Project Data Protection Policy

Moulsecoomb Forest Garden and Wildlife Project (MFGWP) needs to collect and use certain types of information about individuals or service users involved with the MFGWP in order to carry out our work. This personal information must be collected and dealt with appropriately whether is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the Data Protection Act 1998 and the General Data Protection Regulation 2018.

Moulsecoomb Forest Garden and Wildlife Project will:

- Observe fully conditions regarding the fair collection and use of information
- Meet our legal obligations to specify the purposes for which information is used
- Collect and process appropriate information, and only to the extent that it is needed to fulfill its operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
 - The right to be informed that processing is being undertaken
 - The right of access to one's personal information
 - The right to prevent processing in certain circumstances and
 - The right to correct, rectify, block or erase information which is regarded as wrong information)
- Take appropriate security measures to safeguard personal information
- Ensure that personal information is not transferred abroad
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
- Respond promptly to requests for information

Signed:

A handwritten signature in blue ink that reads "Annie Howells".

Position: Chair of Trustees

Review Date: August 2021