



# Data Protection Policy

## Durham Pointers Data Protection Policy

Durham Pointers holds personal data about each of our members

### Information held:

Currently, we hold the following information for each Pointer:

Name/Address/Mobile Phone number/Home phone number/Email contact details

We also record emergency contact details so we also store names and telephone numbers for people who may not be Pointers.

### How the information is used:

The information is held so that we can contact Pointers to discuss rota arrangements and disseminate information about Pointer events, including meetings and familiarisation visits. We will never share personal details with any other organisation and will also never contact Pointers on behalf of other organisations who may want to publicise volunteering opportunities or other events that are not directly related to Pointing activities.

### Accuracy of the information:

We believe that the information we hold about Pointers is correct but Pointers are welcome to contact us to verify the information we hold.

### Data Security and Confidentiality:

In line with the Data Protection Act, access to the data we hold is restricted to those who need to contact Pointers directly (plus IT support).

The Secretary is appointed as 'Data Controller'. The Rota Organiser, Treasurer and IT Officer (and their deputies) are appointed as 'Data Processors'.

In order to minimise and simplify contact with Pointers, only one of the above is responsible for sending out Pointer communications. The Rota Organiser is the key holder of the information and is also responsible for updating the list.

### Storage Limitation

We will hold a Pointer's personal data for a maximum of three years after a Pointer has left the rota.

### Accountability:

If you have any queries, please contact us by email at [info@durhampointers.co.uk](mailto:info@durhampointers.co.uk)