



Playing for Cake
Community Interest Company
23a Cremers Drift
Sheringham
Norfolk NR26 8HY
Tel: +44 7771 605 188
info@playingforcake.uk

DATA PROTECTION POLICY

MAY 2018

The Data Protection Act

The Data Protection Act controls how personal information is used by organisations, businesses or the government. Playing for Cake (PFC) is responsible for any personal data held and we are required to follow strict rules called 'data protection principles' to ensure the information is:

- used fairly, lawfully and for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate and handled according to people's data protection rights
- kept for no longer than is absolutely necessary
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

There is stronger legal protection for more sensitive information, such as ethnic background, political opinions, religious beliefs, health, sexual health and criminal records. None of this information is held other than some health information as part of monitoring information relating to specific project funding/classes/workshops. This is handled in accordance with PFC's policy below.

To this end, PFC's data protection policy is that:

PFC will only keep personal information in relation to people attending workshops/classes in order to contact them if a class or workshop is cancelled. Consent will be gained from people, giving us permission for us to hold this information and contact them under these circumstances. In addition, personal information may be held to inform people of a new class/workshop/event which they may be interested in attending. Again, consent will be gained from people so that permission is granted for PFC to contact them for marketing purposes.

Personal information will not be given to any third party without gaining consent from the people concerned and all information will be held securely. This means that data on laptops/computers/hand-held devices will be password protected. If printed documents (such as a class register) are transported between locations it will be kept in a locked briefcase/file and kept with a class leader.

Class registers will be destroyed if a class finishes and anyone not attending for a period of time (to be determined) will be removed from the list. People may be contacted first asking if they'd like to be removed from the list before this takes place.

PFC will not use a third party to process personal information about class members/participants (in this case a Third Party Data Processing Agreement will be required).