

## Data Protection Policy

### 1 Scope

Dark Peak Music Trust needs to collect and use certain types of information about people with whom it deals with (members, employees, parent helpers and Trustees) in order to operate. This personal information must be dealt with properly however it is collected, recorded and used – whether on paper, in a computer or recorded on other material – and there are safeguards to ensure this in the Data Protection Act 1998.

### 2 Policy

We will ensure that our organization treats personal information lawfully and correctly. To this end we fully endorse and adhere to the Eight Principles of Data Protection, as enumerated in the Data Protection Act 1998. Therefore, Dark Peak Music Trust will, through appropriate management and strict application of criteria and controls:

- a) observe fully conditions regarding the fair collection and use of information;
- b) meet its legal obligations to specify the purposes for which information is used;
- c) collect and process appropriate information, and only to the extent that it is needed to fulfill operational needs or to comply with any legal requirements;
- d) ensure the quality of information used;
- e) apply strict checks to determine the length of time information is to be held, and to abide by such decisions;
- f) ensure that the rights of people about whom information is held can be fully exercised under the PDA;  
These include:
  - the right to be informed that processing is being undertaken;
  - the right to access to one's personal information;
  - the right to prevent processing in certain circumstances;
  - the right to correct, rectify, block or erase information which is regarded as inaccurate and/or inappropriate information.
- g) take appropriate technical and organizational security measures to safeguard personal information;
- h) ensure that personal information is not transferred outside the EEA without consent from the individuals concerned and/or without suitable safeguards.