

Devon Federation of Young Farmers' Clubs

Data Protection Policy

1. Devon Federation of Young Farmers Clubs (DFYFC) - holds three types of information which are covered by this policy:-
 - **Organisational** information – publicly available information about organisations and some confidential information;
 - **Personal** information – information about individuals such as names, addresses, job titles;
 - **Sensitive** personal information – in general this kind of information is held about members and employees of DFYFC.

The organisations and people about which DFYFC holds information are referred to in this policy as data subjects.

2. DFYFC will not hold information about individuals without their knowledge and consent.
3. DFYFC will only hold information for specific purposes. It will inform data subjects what those purposes are. It will also inform them if those purposes change. The only exception to this is that DFYFC will make it clear to members that it is a condition of their membership that DFYFC will decide what should happen to information supplied about the club/group (but not about individuals within the club/group, other than post holder names).
4. DFYFC will not pass on data about an individual to another organisation without the individual's consent.
5. Information will not be retained once it is no longer required for its stated purpose.
6. DFYFC will seek to maintain accurate information by creating ways in which data subjects can update the information held.
7. Data subjects will be entitled to have access to information held about them by DFYFC.
8. Information about data subjects will not be disclosed to other organisations or to individuals who are not members of DFYFC staff or Trustee Board except in circumstances where this is a legal requirement, where there is explicit or implied consent or where the information is publicly available elsewhere.
9. DFYFC has procedures for ensuring the security of all personal data. Paper records containing confidential personnel data are disposed of in a secure way.
10. The Federation Administrator has been designated as the Data Protection Compliance Officer for DFYFC.
11. At the beginning of any new project or type of activity the Operations Manager and Chairman will consult with the Federation Administrator about any data protection implications.

12. There may be situations where DFYFC works in partnership with other organisations on projects which require data sharing. DFYFC will gain consent from the data subject before any data is shared.
13. All new staff will be given training on the data protection policy and procedures.
14. DFYFC will carry out an annual review of its data protection policy and procedures.