

Data Protection Policy - Kingsbridge Kino

Kingsbridge Kino (Kino) is fully committed to compliance with the requirements of the General Data Protection Regulation. Kino will therefore follow procedures which aim to ensure that all Officers, Committee Members or Volunteers who may have access to any personal data held by Kino are fully aware of and abide by their duties under the General Data Protection Regulation.

Statement of Policy

Kingsbridge Kino only needs to collect email addresses from members and users of its mailing list in order to supply them with information about films which it shows. This personal information must be handled and dealt with properly however it is collected, recorded and used and whether it is on paper, in computer records or recorded by other means. Personal data is defined as any information relating to an identified or identifiable natural person.

Kingsbridge Kino regards the lawful and appropriate treatment of personal information as very important to its successful operations and essential to maintaining confidence between Kino and those with whom it carries out business. Kino therefore fully endorses and adheres to the Principles of the General Data Protection Regulation.

Handling personal data

Kingsbridge Kino will, through management and use of appropriate controls, monitoring and review:-

- Use personal data in the most efficient and effective way to deliver better communication
- Strive to collect and process only the data or information which is needed
- Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted
- Strive to ensure information is accurate
- Not keep information for longer than is necessary
- Securely destroy data which is no longer needed
- Take appropriate security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data) e.g. passwords on electronic data records and paper records locked in a secure cabinet
- Ensure that there is general information made available to the volunteers of their rights to access information
- Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation

These rights include:-

- The right to be informed
- The right of access to personal information
- The right to request rectification
- The right to request erasure
- The right to restrict processing in certain circumstances
- The right to data portability
- The right to object to processing

The Principles of Data Protection

Anyone processing personal data must comply with 6 principles of good practice. These principles are legally enforceable.

Summarised, the principles require that personal data shall be:-

1. Processed lawfully, fairly and in a transparent manner in relation to individuals
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures accordance with the rights of data subjects under the Act

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