



Seaford's
Community Activities Centre



Administration Manager
St. James' Trust (Seaford)
The Community Centre
11 Blatchington Road
Seaford, East Sussex
BN25 2AB

Telephone: 01323 492800

Email: vivreynolds.sjt@gmail.com

<http://www.stjamestrustseaford.co.uk/>

Clients Data Protection Statement

March 2018.

It is the policy of St. James' Trust to make every reasonable effort, to ensure the safety of personal information held by the Trust.

- **Signed permission forms will be obtained from all Clients.**
- **The information will be held on data base in a password secure file.**
- **All information will be held on a password protected Data Base and will only be accessible by authorised personnel. The information will only be accessed for use in matters appertaining to the Trust.**
- **No personal information will ever be shared with a third party.**
- **When Clients leave, all information will be destroyed and deleted from the Data Base.**

The Trust will make every reasonable effort to ensure that all office staff , who have access to the data base, will be given full training by the Administration Team to ensure that we are being compliant with EU Legislation.

The Trust will not tolerate breaches of the above statement.

*St. James' Trust (Seaford) is registered in England (5079039):
11 Blatchington Rd. Seaford East Sussex BN25 2AB.
Registered Charity: No. 1106913*



*Your Local Award Winning Charity
Serving the Elderly, disabled and the Community of Seaford.*