



DATA PROTECTION STATEMENT

March 2018.

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

- **Signed permission forms will be obtained from all Volunteers.**
- **Signed permission forms will be obtained from all Hall users.**
- **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 Volunteers or Hall users 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.