

Policy on record keeping, data protection and access to personal files

It is crucial that flight horizons and its employees and volunteers keep complete and accurate records to protect the organisation, its employees, volunteers and our guest. Also to ensure flight horizons can develop as quickly as possible using the resources available.

When recording information it must be as accurate and detailed as possible. It must contain only facts.

All data must be kept safe and only accessible to those people who need to see it for the purpose for which it was acquired.

This policy is in use to ensure all data – including Criminal records bureau and related disclosure information - on employees, volunteers, service users and people who contact Flight horizons act in accordance with the data protection act 1998.

All data kept about a person or organisation must be accurate and comply with the following principles:

- 1) Personal data must be processed fairly and lawfully
- 2) Personal data can only be processed for which it was acquired
- 3) Personal data must be relevant to the purpose for which it is processed
- 4) Personal data must be accurate and kept up to date
- 5) Personal data can only be kept as long as necessary for the purpose for which it was processed
- 6) Personal data must be processed in accordance with the individuals rights under the data protection act 1998
- 7) Personal data must be kept secure
- 8) Personal data must not be transferred outside the EU unless that country has adequate protection to ensure the principles are preserved.

Data subjects have the right to be told by Flight horizons when their personal data is being processed – personal data shall not be processed without the consent of the person concerned

If you wish to receive a copy of the information flight horizons has about you, you should put a request in writing to the chairman of the governing committee. The chairman of the governing committee will then send you a copy of this information within 21 working days. If any of your personal data contains information about another person, organisation other information which could be protected this information will be hidden so as to ensure its protection.

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By Shane Touhey (Chairman of the governing committee)

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