



## **Appendix II**

### **Shirley Oaks Village Residents' Association (SOVRA)**

#### **DATA PROTECTION STATEMENT**

This Data Protection Statement has been drawn up and agreed by the Committee, any amendments, which may from time to time be required, must be agreed in committee. This committee must be made up of at least two-thirds of its members and must be agreed by two-thirds of those present.

Personal information volunteered to SOVRA will be made available only to authorised personnel within the organisation's management, who reasonably need the details to discharge their duties and responsibilities to the Association.

A SOVRA Member's information will not be passed to any further Third-Party outside of the organisation without the 'Data Subject' giving prior agreement (except as may be required by law).

SOVRA aims to abide by the following Data Protection Principles:

That the information should be:

- A) Fairly and lawfully processed
- B) Processed for limited purposes
- C) Adequate, relevant and not excessive
- D) Accurate
- E) Not kept longer than necessary
- F) **Secure:** measures should be taken against unlawful or unauthorised processing of personal data and against its accidental loss.

Under the Data Protection Act 1998 you are entitled to a copy of any information held about you. You have the right to request that such information be corrected or removed from our records. You will need to write to the Secretary of SOVRA to submit this request.