

DATA PROTECTION POLICY

L.I.F.E. requires certain personal information about people including past, present and prospective volunteers in order to carry out its international aid programme and meet its volunteers' requirements effectively. We recognise that the lawful and correct treatment of personal data is very important to successful operations and to maintaining our volunteers' confidence in the organisation.

Any personal data which we collect, record or use in any way whether it is held on paper, on computer or other media will have appropriate safeguards applied to it to ensure that we comply with the Data Protection Act 1998. We fully endorse and adhere to the eight principles of Data Protection as set out in the Data Protection Act 1998. These principles state that personal data must be:-

- fairly and lawfully processed
- processed for limited purposes and not in any other way which would be incompatible with those purposes
- adequate, relevant and not excessive
- accurate and kept up to date
- not kept for longer than is necessary
- processed in line with the data subject's rights
- kept secure
- not transferred to a country which does not have adequate data protection laws.

Where we collect any sensitive data, we will take appropriate steps to ensure that we have explicit consent to hold, use and retain the information. Sensitive data is personal data about an individual's racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, details of the commission or alleged commission of any offence and any court proceedings relating to the commission of an offence.

L.I.F.E. may share personal data relating to their volunteers to enable them to integrate administrative tasks such as address changes. In some cases, and with the permission of the volunteer, health information may need to be passed to L.I.F.E. managerial questionnaire for the safety of the individual volunteers, volunteer team, and project beneficiaries.

We do not give details of our volunteers or related individuals to any other organisation.

Under the Data Protection Act, any individual may write to the Directors of L.I.F.E. at our registered address to request a copy of the information which we hold about them. We reserve the right to charge the maximum fee payable in terms of the Data Protection Act for providing this information. If the details are inaccurate you can ask us to amend them.