

**BOLTON COMMUNITY AND VOLUNTARY SERVICES  
(Bolton CVS)**

**DATA PROTECTION POLICY**

1. Bolton CVS is an open organisation and encourages dissemination of the information it holds. It is also a responsible organisation, and respects the private life of all living individuals. It therefore seeks to ensure that personal and sensitive information is not divulged and that it complies with the requirements of the Data Protection Act 1998.
2. When collecting personal information Bolton CVS will always make clear:
  - what information must be supplied, and what is voluntary
  - what the purpose of collecting the information is
  - what use will be made of it.
3. Bolton CVS will ensure that personal information will:
  - not be used for any purpose other than that specified on collection
  - be held in a secure manner
  - be destroyed when that purpose is complete, e.g. by shredding.
4. Should Bolton CVS wish to use personal information for any purpose other than that specified on collection, the permission of each individual concerned will be gained before that further use is actioned.
5. Any individual can at any time ask for copies of all personal information that Bolton CVS holds on them. Bolton CVS will respond to such requests within one month of the request being made in writing.
6. To enact this policy Bolton CVS will ensure that training is provided so that all staff are aware:
  - of the contents of this policy
  - of the duty Bolton CVS has to properly look after the personal information it holds
  - of the requirements of the Data Protection Act 1998
  - that a suitable records management system is in place to ensure personal information is properly logged and maintained.
7. Bolton CVS will regularly audit the functioning of this policy. The results of such audits will be made available to the public.