



## **DATA PROTECTION POLICY**

Bedford Borough Parent Carer Forum will fully comply with the Data Protection Act 2018 and the data protection principles which include that information will be:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Bedford Borough Parent Carer Forum recognises that the above principles relate to both paper and electronic systems of record keeping.

This information will not be disclosed to any other party, unless with specific permission of the person it relates to. Any person may request that their details are removed from our records at any time. Any person may request a copy of their information at any time.

The membership database may not be e-mailed under any circumstances and will be held on a system with encrypted access.

The membership database may only be held by named members of the Steering Committee.

Formally adopted via email by the Bedford Borough Parent Carer Forum Steering  
Group: April 2020

Date of next review: April 2021