

1. Data Privacy, Security and Protection Procedure

KACT will ensure that data held by us is kept secure.

- 1.1 Passwords for electronic data files and email addresses will be re-set each time an individual with data access leaves their role/position
- 1.2 Physically-held data (e.g. membership forms, volunteer application forms, training records or copies of certificates) will be stored in a locked cupboard at Devizes Head Office or in a suitably secure place if held by a Branch Committee Member.
- 1.3 Physically-held data that needs to be located on a boat will be stored in a suitably secure place on board, away from passengers. Crew without legitimate access will be instructed not to access the data.
- 1.4 Keys for locks securing physical data files will be collected by the Data Protection Officer (for central office data) or a Branch Committee Member (for branch data) from any individual with access if they leave their role/position. The codes on combination locks will be changed each time an individual with data access leaves their role/position.
- 1.5 Access to data will only be given to relevant trustees/committee members/contractors where it is clearly necessary for the running of the Trust and its activities. The Data Protection Officer will decide in what situations this is applicable and will keep a master list of who has access to data
- 1.6 Data kept on the Trust's internet server is backed up at least once per day using an automated system and the back-up is kept on a separate secure site. Data held by branch volunteers is kept temporarily and not backed up. Data held on boats is updated as necessary by the local branch volunteer responsible.

Authorised David J. Feans Data Protection Officer Date 12-5-18