



LEARNING STARS



DATA PROTECTION POLICY

Learning Stars takes the concept of confidentiality very seriously and does all in its power to restrict personal information to those who genuinely need to know.

To comply with the principles of the Data Protection Act, Learning Stars will endeavour to ensure that strict confidentiality of members personal data is maintained in all of its work.

Learning Stars will also ensure that:

- Access to personal information by staff or volunteers is on a “need to know” basis only.
- Personal information is not given to any outside party without the consent of the person concerned (or their legal or appointed representative).
- Information is stored securely.
- Members are made aware that they have the right to request access to information concerning them.