

SUNRISE MINISTRIES DATA PROTECTION POLICY

While this Charity does not hold any records that many would consider as sensitive we do take seriously our responsibility under the Data Protection Act. There are two areas that require regular attention. These are correspondence and financial records.

1. Management of our Data Protection Policy is the direct responsibility of the trustees.
2. The trustees have appointed two 'Data Controllers'; one for activities related to our office in Market Harborough, Leicestershire, and one for activities related to our office in Battle, East Sussex.
3. Both the Data Protection Policy and how it is being observed is reviewed by the trustees annually¹.
4. Data is defined as both electronic and paper records.
5. The duties of the Data Controllers are:
 - a. Not to retain in electronic form any personal record that is no longer required. This means keeping computer based databases or spreadsheet records of supporters up to date and deleting old records and old backup copies no longer needed.
 - b. Any old paper based correspondence must be shredded before being disposed of.
 - c. The Data Controllers must ensure that at least once a year all old documents containing personal details (e.g. correspondence) stored on computer hard disks must be purged unless there is a valid reason for their retention. Care should be taken regarding archived items on a computer.
 - d. Similarly any floppy disks, CDs or similar forms of recording media should be **carefully** destroyed or rendered unreadable once there is no good reason for retaining them.
 - e. When sending bulk e-mailings the recipients addresses should always be concealed using the Bcc box. An exception to this would be mailings to very small groups of people who are working together (e.g. trustees, management group, etc).
 - f. It is important to keep accounts information (whether electronic or on paper) for at least six years. Where this includes contact details for any supporter extra care is taken as to how these and any copies are stored. As far as is possible they should be kept in a locked filing cabinet or similar.
 - g. Where accounts and databases are held on computer hard disks it is prudent to ensure that a copy or copies are held off premises in the event of the loss of the originals. Where this is practised then the same rigorous security procedures should be followed. Particular care should be taken when travelling using public or private transport or staying at hotels, guest houses, etc.
 - h. Data Controllers must take care never to leave a laptop or other similar equipment visible in a parked car where the Charity's data is stored on it. This includes times when vehicles are only temporarily left unattended such as at garages

Policy adopted May 2009

November 2014

Barry Osborne Charity/Company Secretary

¹ Next scheduled review due is May 2015