



OTS - Data Protection Policy

The Organisation is fully committed to comply with the requirements of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) being introduced in May 2018. The 1998 Act and GDPR applies to anyone processing personal data. It sets out principles which should be followed and it also gives rights to those whose data is being processed.

To this end, the Organisation endorses fully and adheres to the eight principles of data protection as follows:

1. data must be processed fairly and lawfully
2. data must only be obtained for specified and lawful purposes
3. data must be adequate, relevant and not excessive
4. data must be accurate and up to date
5. data must not be kept for longer than necessary
6. data must be processed in accordance with the "data subject's" (the individual's) rights
7. data must be securely kept
8. data must not be transferred to any other country without adequate protection in place

Members Personal Information:

Throughout your time at OTS, we will hold information about you. The kind of information that we hold includes:

- personal details, address, contact details etc
- bank details
- correspondence with the Organisation and other information that you have given OTS

OTS believes that those records are consistent with the relationship between the Organisation and yourself and with the data protection principles. The data the Organisation holds will be for management and administrative use only but the Organisation may, from time to time, need to disclose some data it holds about you to relevant third parties (e.g. where legally obliged to do so by HM Revenue & Customs or where requested to do so by yourself for the purpose of giving a reference). The Organisation will only disclose your personal information following permission to do so from yourself or if it is legally obliged to do so.

Data Security

You are responsible for ensuring that any personal data that you hold and/or process as part of your work with the Organisation is stored securely and is in line with the principles listed above.

You must ensure that personal information is not disclosed either orally or in writing, or via web pages, or by any other means, accidentally or otherwise, to any unauthorised third party.



OTS-Oxfordshire Therapy & Self-Development

Oxfordshire Therapy & Self-Development Network:

1-to-1 Counselling & Psychotherapy - Group Therapy & Workshops in Oxford and Witney

Personal information should be kept in a locked filing cabinet, drawer, or safe. Electronic data should be coded, encrypted, or password protected both on a local hard drive and on a network drive that is regularly backed up. If a copy is kept on removable storage media, that media must itself be kept in a locked filing cabinet, drawer, or safe.

You should avoid travelling with hard copies of personal data where there is secure electronic storage available. When travelling with a device containing personal data, you must ensure both the device and data is password protected. When it is essential to travel with hard copies of personal data, or when travelling with a device containing personal data, these should be kept securely and where possible locked away out of sight, e.g. in the boot of a car.

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