



Suffolk Artlink recognises its responsibility to keep all records safe and secure and in compliance with the Data Protection Act 1998. As such, it will ensure that information covered by the act is: -

- Obtained and processed fairly and lawfully
- Obtained for a specified and lawful purpose and not to be processed in a manner incompatible with that purpose
- Adequate, relevant and not excessive for that purpose
- Accurate and up to date
- Not be kept for longer than necessary
- Processed in accordance with the data subject's rights
- Kept safe from unauthorised access, accidental loss or destruction

To comply with the requirement to keep records covered by the Data Protection Act 1998 safe from unauthorized access, loss or destruction, Suffolk Artlink will ensure that: -

- All paper records on staff, management and participants are kept in a locked cabinet/drawer when not in use
- All electronic data storage systems will be password protected
- Unsecured information will not be transported on pen drives, discs, etc
- Only named personnel within Suffolk Artlink will have access to these records.

This policy will be monitored by the Suffolk Artlink Board members on a regular basis for compliance and will be reviewed at least annually.

Date Approved	Date Amended
Sep 2011	September 2012
September 2013	
22 September 2014	22 September 2014
14 November 2016	
March 2018	