

DATA PROTECTION POLICY

In order to ensure that The Oxen Park Cinema Club Ltd complies with the principles laid down in the Act the following steps points will be observed:

- The Oxen Park Cinema Club will put its name on all paperwork as appropriate and identify the use to which any information requested will be put.
- Any data held will be used responsibly and within the limits laid down in the Act
- Data will be used solely in relation to the activities of Oxen Park Cinema Club.
- The level and type of data collected will be reviewed on at least an annual basis
- Any error will be rectified as soon as possible after the Oxen Park Cinema Club becomes aware of it
- All financial records are kept for seven years or as long as is dictated by the law; personal data will be removed when requested, or after five years of non-membership, except for lists of names, addresses and telephone numbers.
- All reasonable steps will be taken to ensure that personal records are kept securely.
- Personal data will not be released to third parties without the permission of those affected. Aggregated data, where no individual can be identified may be used to apply for grants and for other purposes.

Those on who The Oxen Park Cinema Club hold information have the right to:

- Be informed upon request (within 40 days) of all the information held on them.
- Prevent the use of their data for the purposes of direct marketing
- Remove or correct any inaccurate data held about them

The Oxen Park Cinema Club has the right to charge a fee (currently limited to £10) for this service.