**DATA PROTECTION POLICY**

Any information SSGC holds on members will be subject to the Data Protection Act 1988. The act applies to anyone holding information about individuals in both electronic and paper format. There are 8 principles relating to data protection that must be followed. SSGC will adhere to all of these. The principles state that the data must be:

* Fairly and lawfully processed
* Processed for specified purposes
* Adequate, relevant and not excessive
* Accurate and kept up to date
* Not kept for longer than is necessary
* Processed in line with the rights of the individual
* Kept secure
* Not transferred outside the European economic area unless there is adequate protection for the data