

## 1. General

JMCO needs to collect and retain some information about members in order to carry out its functions properly and effectively. JMCO will collect and manage that information in accordance with relevant Data Protection legislation. By following that philosophy JMCO is exempt from Registration with the Information Commissioner. The JMCO Data Protection Policy is set out below.

## 2. Policies

- Personal data shall be processed fairly and lawfully - members will be made aware of who is collecting the information and the purpose of its collection.
- Personal Data shall be obtained for one or more specified and lawful purposes, and shall not be processed in any manner incompatible with that/those purpose(s).
- Personal Data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
- Personal Data shall be accurate and where necessary kept up to date.
- Personal Data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose.
- Personal Data shall be processed in accordance with the rights of Data Subjects under the Act. Briefly these rights are:
  - the right to have a copy of information held about them
  - the right to take action for compensation
  - the right to have inaccurate personal data corrected or erased
  - the right to complain to the Information Commissioner
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of or damage to personal data.
- Personal Data shall not be transferred to a country or territory outside the European Economic Area unless that territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.