

Privacy Policy Statement

of

CAMEO-Aid

Charity no. 1120578

Developed in accordance with the guidelines
set out in the Data Protection Act 1998

Privacy Policy Statement

CAMEO-Aid is sensitive to privacy issues on the Internet. We believe that it is important you know how we treat the information about you that we receive on the Internet. **CAMEO-Aid** is a privacy conscious organisation and is strongly committed to your right to privacy, in accordance with the guidelines set out in the Data Protection Act 1998.

The Data Protection Act 1998 came into force on 1 March 2000. It set rules for processing personal information and applies to structured paper records as well as data held on computers.

In complying with the rule **CAMEO-Aid** follows the eight principles of 'good information handling'.

These principles state that data must be:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate
5. Not kept for longer than is necessary
6. Processed in line with your rights
7. Secure, and
8. Not transferred to other countries without adequate protection.

By law, data controllers have to keep to these principles.

CAMEO-Aid collects personally identifiable data, by several means for example:

- Through a volunteer recruitment application form If you make a donation or bequest
- When you request information
- Through an application for a grant of Aid, or a request for the supply of goods or services
- Acceptance for inclusion on a mailing list or database
- As a result of you interacting with **CAMEO-Aid** (e.g. by undertaking research, or by entering into email or telephone correspondence with an representative of CAMEO-Aid)
- Through obtaining information for HR records

All personally identifiable information provided to **CAMEO-Aid** is processed in accordance with the principles of the Data Protection Act 1998.

It is **CAMEO-Aid** policy only to disclose information to third parties if:

1. they supply data processing services (e.g. Database management, or donor acquisition services) to the charity, or
2. explicitly required to do so by United Kingdom Law.

Where **CAMEO-Aid** outsources its data processing services, it requires its service providers to be registered as Data Controllers and to comply with the requirements of the Data Protection Act. **CAMEO-Aid** will obtain your consent before passing on any information to any other third parties.

If you believe that **CAMEO-Aid** is not processing your personal data in accordance with these principles, please write to the Data Protection Officer. If you wish to know what personal data is held about you, please write to the Data Protection Officer, **CAMEO-Aid**, 13 Leslie Avenue, Bury BL9 8DL, enclosing a cheque made out to CAMEO-Aid in the amount of £10.

Signed: **Tom Power**

Date: **30 September 2009**

Trustee