

Traditional Song Forum – Data Protection Policy

1. Introduction

The Traditional Song Forum (TSF) needs to collect and use certain types of information about its members in order to carry out its work on their behalf. This personal information must be collected and dealt with appropriately whether it is collected on paper, stored in a computer database, or recorded on other media and there are safeguards to ensure this under the Data Protection Act 1998, and as amended by future legislation and regulations.

2. Data Controller

TSF, through its officers, is the Data Controller under the Act, which means that it determines the purposes for which personal information held will be used. It is also responsible for notifying, if necessary, the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

3. Disclosure

TSF does not share data with other agencies. It is conceivable that there may be circumstances where the law may require TSF to disclose information to an official body.

4. Data Collection

TSF will ensure that any individual providing information does so with explicit, written consent, based on a clear understanding of the Traditional Song Forum's need for the data and the uses to which it will be put.

5. Data Storage

Information and records relating to TSF members will be stored securely and will only be accessible to authorised persons for the purposes set out above and in the Forum's Privacy Policy.

6. Access and Accuracy

All Members have the right of access to the information TSF holds about them. TSF will also take reasonable steps ensure that this information is kept up to date by requesting that members inform the organisation of any changes that should be reflected in the information held.

7. Additional Information

A copy of this policy is kept on the TSF website, www.tradsong.org. In case of any queries or questions in relation to this policy please contact the TSF Secretary, Martin Graebe (Tel 01285 651 104, martingraebe@me.com).