

Data protection policy

Action for Sustainable Living (AFSL) values the privacy of its clients, staff and volunteers.

Any personally identifiable information AFSL holds about you is kept securely, and is destroyed within 12 months of AFSL's last contact with you.

AFSL will not pass any of your personal information on to anyone else without seeking permission from you first.

Paper copies of personal information are filed securely and out of sight. They may be removed for visits to a client or for data entry to AFSL's computer database, and are filed again as soon as possible. Personal information is only stored in designated locations.

All AFSL's computers which hold personal information are catalogued, and protected by a password. All databases holding personal information are also protected by a password.

All AFSL's computers are backed up regularly, and the backup is stored securely. A regular backup of all files is stored securely in a different building. Backups are destroyed within 12 months of being made.

All AFSL's forms, disks and other equipment are labelled with AFSL's contact details.

AFSL inspects all of its paper and computer storage locations at least once a year, to check that this data protection policy is being complied with.

This data protection policy forms part of induction for all staff and volunteers, and all staff and volunteers must comply with the policy. All staff and volunteers are updated about the policy at least once every three years.

AFSL is registered under the Data Protection Act.

For further information, or to request a copy of the information we hold about you (we may charge a fee for supplying this), contact:

Data Controller
Action for Sustainable Living
PO Box 382
Manchester M20 2ZU

Tel: 0845 456 4468 (local rate)
Fax: 0870 167 4655
Email: info@AFSL.greenisp.org