



Lambeth Parent Forum

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Data Protection Policy

Agreed by SG September 2015

Lambeth Parent Forum (LPF) will fully comply with the Data Protection Act 1998 principles, which state that information held must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with individual rights
- Kept secure
- Not transferred without adequate protection

LPF recognises that the above principles relate to both paper and electronic systems of record keeping.

Information held for parent / carer forum members includes forum member's name, address, phone number(s), email, ethnicity and date of birth and nature of disability of their child/ children

Information held for professional forum members includes forum member's name, address, phone number(s), email, occupation and nature of interest in the forum

This information will not be disclosed to any other party, unless with the permission of the person it relates to. Any person may request that their details are removed from our records at any time. Any person may request a copy of their information at any time.

The membership database may not be emailed under any circumstances.

The membership database may only be held by the Steering Group member(s) with responsibility for admin.