



Northern Potters Data Protection Policy

Processing of personal information by the NPA (Northern Potters' Association) is covered under the European GDPR (General Data Protection Regulation), which is included in UK law. Breaking of the GDPR could have serious consequences for you and the Association, depending on the seriousness of the breach. Personal data, is any data that can traced back to an individual, the NPA stores personal data in the "Love Admin" system.

Please sign to acknowledge the following:

Principals

- **Process data lawfully, fairly, and transparently:** Only use personal data for the specific, legitimate purposes for which it was collected and for which you have been authorised.
- **Collect data for specified, explicit, and legitimate purposes:** Do not use personal data for any purpose incompatible with the original reason for collection.
- **Ensure data is adequate, relevant, and limited to what is necessary:** Only access and process the minimum amount of personal data required for your tasks.
- **Keep data accurate and, where necessary, up to date**
- **Store data for no longer than is necessary:** Do not retain personal data beyond the required the required purpose
- **Process data in a manner that ensures appropriate security:** This includes protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Confidentiality

You agree to keep all personal data confidential and not to disclose it to any unauthorized third party, either during or after your volunteering period. This includes not sharing data with friends, family, or other volunteers who do not have a legitimate need to access it.

Data Security

You must take all reasonable steps to protect the personal data you handle from loss, misuse, unauthorized access, disclosure, alteration, or destruction. This includes:

- Using secure passwords for any systems you access.
- Logging out of systems when not in use.
- Not leaving physical documents containing personal data unattended.
- If personal data is stored on a cloud service ensure that it is private, protected and is stored within the UK or the EU
- Report any breaches no matter how small please e-mail npachair@northern-potters.co.uk, vice-chair@northern-potters.co.uk and secretary@northern-potters.co.uk with details about the breach as soon as possible.

Date: 25th June 2025

Name: Nadine Blakemore

Signature: