**ELTHORNE 1ST TENANT CO-OP**

**DATA PROTECTION POLICY**

The data protection Act 1998 (DPA) was introduced to protect personal data about you by setting rules and conditions which all bodies, such as Elthorne 1st Tenant Co-Op (the Act calls us Data Controllers) must obey when obtaining and using information about you. The Act also provides you with certain rights, which the Data Controllers must respect.

The Co-Op is a registered Data Controller, Registration No. Z9419805.

**WHAT ARE YOUR RIGHTS?**

* To ask if we hold personal information about you
* To ask what we use the information for
* To be given details of why we have the information and other organisation or persons it is shared with
* To ask us not to use personal information about you for direct marketing

**AUTHORITIES SEEKING INFORMATION ABOUT INDIVIDUALS**

Authorities wishing to make enquiries about individuals under S29 or S35 of the Data Protection Act should direct their enquiries to lorraine@elt-1st.demon.co.uk

Please ensure you are specific about the purpose for requesting the information and provide relevant supporting information.

**FAIR PROCESSING NOTICE**

Any personal information you give the Co-Op is held securely and will be used only for Co-Op or Islington Council purposes, unless there are legal restrictions preventing this. The Co-Op may share this information where necessary with other organisation, including (but not limited to) where it is appropriate to protect public funds and/or prevent fraud in line with the National Fraud Initiative guidelines.