

Federation of Window Cleaners

Summerfield House Harrogate Road Reddish Stockport. Cheshire SK5 6HQ
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Formed in 1947 FWC is the Professional Federation for Window Cleaners

Data Protection Policy

Policy statement

The General Secretary Beryl Murray acting on behalf of the Federation of Window Cleaners is committed to a policy of protecting the rights and privacy of individuals, and FWC registered members, Executives and staff and all others in accordance with The Data Protection Act 1998. The policy applies to all staff and Executive members at the Federation of Window Cleaners. Any breach of The Data Protection Act 1998 or The Company's Data Protection Policy is considered to be an offence and in that event, disciplinary procedures apply.

As a matter of good practice, other individuals working with the Association, and who have access to personal information, will be expected to have read and comply with this policy and agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and (Federation of Window Cleaners) Data Protection Policy.

It is expected that any staff who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, is processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – Executive members and staff must have the right to their own data in order to communicate Membership services, sales and promotional information; as well as for accounting purposes.

Managing Data Protection

We will ensure that our details are registered with the Information Commissioner.

Purpose of data held by the (Federation of Window Cleaners (FWC))

Data may be held by us for the following purposes:

1. Staff Administration
2. Realising the Objectives of an Employers Trade Association
3. Accounts & Records
4. Advertising, Marketing & Public Relations
5. Information and Databank Administration
6. Research
7. Processing For Not For Profit Organisations

Data Protection Principles

In terms of the Data Protection Act 1998, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

1. Fairly and lawfully processed personal data

Will always put our logo on all paperwork, stating their intentions on processing the data and state if, and to whom, we intend to give the personal data. Also provide an indication of the duration the data will be kept.

Processed for limited purpose

We will not use data for a purpose other than those agreed by data subjects i.e. (Nominated Insurance Company, Yell.com group, registered members for Sub-contracting services, General Public and others requesting window cleaning services; staff and others). If the data held by us are requested by external organisations for any reason, this will only be passed if data subjects (Executives and registered members, staff and others) agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and (Federation of Window Cleaners) Data Protection Policy.

2. Adequate, relevant and not excessive

The FWC will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the customer/clients whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

3. Accurate and up-to-date

We will provide our customers / client's with a copy of their data on request for information and updating where relevant. All amendments will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by us are accurate and up-to-date. Completion of an appropriate form (provided by us) will be taken as an indication that the data contained are accurate. Individuals should notify us of any changes, to enable personnel records to be updated accordingly. It is the responsibility of the Federation of Window Cleaners to act upon notification of changes to data, amending them where relevant.

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4. Processed in accordance with the individual's rights

All individuals that the FWC hold data on have the right to:

- Be informed upon the request of all the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal and correction of any inaccurate data about them.

5. Secure

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

All Company computers have a log in system and our Contact Database is password protected, which allow only authorised staff to access personal data. Passwords on all computers are changed frequently. All personal and financial data is kept in a locked filing cabinet and can only be accessed by the Management. Where staff members are using computers in the office care should always be taken to ensure that personal data on screen is not visible to strangers.

6. Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual.

This Policy shall be deemed effective as of 24th May 2018. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.