

## **NORTHERN VISIONS GDPR POLICY**

- All data collected and/or stored by Northern Visions is done so for the sole purposes of Northern Visions business and an individual's relationship with Northern Visions. This will include, but is not limited to, communication, internal explanation of events and programmes of activities, notification of publications, quality standards, release forms and monitoring.
- Individual's personal data will not be shared with a third party without prior written consent.
- No member of staff or the Board will share any personal data with a third party without the prior consent of the individual. This includes, but is not limited to Name, address, email address and phone details.
- All Northern Visions Staff will sign a consent form for their business email address, phone number and associated business contact details to be circulated for the sole purposes of Northern Visions business.
- All Board members must agree to allow Northern Visions Staff to freely use their contact details but do not agree that they are circulated to external third parties without prior consent on a case by case basis. Board members to avoid using their own personal details for Northern Visions correspondence unless otherwise agreed.
- Release forms must be placed in the designated folder once an edit has been completed.
- Where financial transactional data is retained access is restricted to the Chairperson, Programmes Director and the Financial administrator. The data is treated as confidential and is only shared with authorized personal. Authorised personnel include the treasurer and accountant.
- Financial transactional data from previous financial years will be held for 7 years which only authorised personnel staff have access to.
- After their expiry any paper records will be destroyed by Northern Visions.

- The data held by Northern Visions can only be as accurate as the information supplied to Northern Visions. It is the responsibility of the individual to ensure their data is accurate.
- Once an individual's relationship with Northern Visions has become inactive their personal data will be retained electronically for 3 years before deletion.
- An individual may at any time request the removal of their personal data by contacting [feedback@nvtv.co.uk](mailto:feedback@nvtv.co.uk) It should be noted that the removal of all personal data (including email contact details) will result in Northern Visions no longer being able to carry out the processing of any deliverables.
- An individual may at any time raise a concern by contacting [feedback@nvtv.co.uk](mailto:feedback@nvtv.co.uk)

*Please note that further information may follow on this issue.*

*June 2020*

*Chairperson*

**NORTHERN VISIONS (GDPR)  
Staff & Trainee Consent Form**

**Name**

**Address**

**Phone Number**

**I consent to this information being held by Northern Visions.  
I confirm that I have read the GDPR policy guidelines and agree to  
abide by these guidelines**

**Signature**