

DT11 Forum Community Partnership

Draft Policy Statement - Information and Data Protection

The DT11 Forum organisation is pledged to support and uphold the principles within the Freedom of Information Act 2000 and the Data Protection Act 1998.

Requests for Information

As far as possible any request for information will be dealt with fairly and expeditiously if: -

- The request is legible and in writing
- The applicant provides a full name and address
- The information requested is described fully

No fee will be charged other than the administrative costs of providing such information.

Where a request for information meets the requirements above the information will be provided within twenty working days from receipt of request.

Protection of Personal Data

DT11 Forum will at all times hold or process any personal data fairly and lawfully.

All information received from partner organisations and individuals will be considered to be within the public domain and suitable for publication unless notified otherwise and all such information may be reproduced or included within DT11 Forum letters, reports, Emails or Web site without further reference to the originator.

Sensitive personal data as defined within the Data Protection Act will not, under any circumstances, be held or included within DT11 Forum documentation in any form, including electronic.

DT11 Forum may not be held responsible for any errors, inaccuracies or omissions within information received from external sources, including partners.

1st December 2008