



Dunton Community Garden Group

Registered charity no. 1113186

## **DUNTON COMMUNITY GARDEN GROUP**

### **Personal Information Policy**

#### **Policy Statement**

Dunton Community Garden Group (DCGG) values the people who come into contact with the group. We believe that personal information, including some photographs, videos or sound recordings should be treated with care. DCGG believes that people should not be exploited or inconvenienced by our publicity.

#### **Scope of policy**

All staff and volunteers

#### **Purpose of this policy**

It is the aim of DCGG to ensure permission is obtained to publish material about individuals.

#### **Elements of the policy**

Material that is not already in the public domain cannot be published if it clearly relates to an individual unless their permission has been obtained.

Such material (whether published or not) must be kept safely so that it is not disclosed to any third party without permission.

Such material that is electronically stored should be backed up for safe retrieval if needed.

#### **Responsibilities**

Anyone publishing material must ensure that, if it relates to individuals, permission has been obtained.

The garden co-ordinator is responsible for ensuring that backups are taken.

#### **Monitoring**

This policy will be reviewed annually.

**Adopted September 2008**