

The Young ME Sufferers Trust

Data Protection Policy

Reviewed February 2019

Tymes Trust is a registered Data Controller. It complies with the principles of the General Data Protection Regulation, applicable from May 2018. This policy is reviewed annually by the Board of Trustees.



Systems and Security of Data

The Trust computer records system holds membership records and information volunteered by callers for the purpose of assisting them with their enquiries. These are password-secured and on encrypted hardware. The Trust manual filing system holds printouts of mailing lists and some personal data relating to particular individuals (data subjects). Papers are secured in locked premises. The Trust website Registration Form and Contact Form pages are https-protected. Data is not retained longer than necessary.

Confidentiality of Data

Personal data may be seen, used and shared by the Trust Team. They will take action to prevent any third party seeing or using such data (except where specifically requested by the relevant data subject or required by Law) and to prevent its accidental loss or damage. These persons have signed a confidentiality agreement.

Use of Data

The data we hold will be accurate and kept up to date.

Personal information provided during registration, Advice Line calls, or other contacts, will only be retained and used to provide the requested services. This information may be shared with members of the Team to this end.

Access to Data

Data subjects may contact us to exercise the following rights:

- a) to no longer be contacted by the Trust
- b) to receive a copy of the personal information the Trust holds about them
- c) to correct, update, or request the Trust deletes their personal information
- d) to report any misuse of the personal information the Trust holds about them

To ensure that data subjects are aware of these rights in respect of their data, a Privacy Statement appears on the Trust website Registration Form and Contact Form pages.

Any such requests which are made in writing should be sent to the official Trust address. Data will normally be provided within one month.