

## **Pinn Medical Centre Patients' Association Data Security Policy**

Not least following the introduction of the General Data Protection Regulation in May 2018, the Board of Trustees of the Pinn Medical Centre Patients' Association (PMCPA) has resolved to adopt the following policy as regards data security. The policy applies to Trustees, other Board Members, Volunteers and their organisers, and any other Members of the Association (known as authorised users) who have access to the personal details of PMCPA Members.

The Members' database and gmail contact list is accessible only by password, and that password will be made available, on the authority of a Trustee, only to those who have need of it. Members' details must be kept confidential. Authorised users should not maintain their own databases of Members' details; subsets of the main database can be provided within it.

Access to Members' details should be made only on computers or through user accounts that are accessible only to the authorised user, and those computers or user accounts should be protected by passwords known only to the authorised user.

Email traffic that refers to Members should only be undertaken using email accounts that are protected by passwords known only to authorised users. Dedicated email accounts/addresses ([name@pinnpatients.org](mailto:name@pinnpatients.org)) can be provided for authorised users.

***PMCPA  
May 2018***