

PERSONAL DATA HELD BY TURN2US

Any staff member, trustee or volunteer who has responsibility for or holds personal data, either on a computer system or any other relevant filing system should complete this form and send it to the IT Director (Data Controller). The term 'personal data' refers to information about identifiable living individuals. The collation of this information is a requirement under the Data Protection Act 1998.

Name of data holder	
Name of computer system/filing system	
Description of data to be processed	
Category(ies) of data subject	
Purpose of data	
Recipients who may receive the data	
Security/Protection arrangements for the data	