

## Data Protection

The Data Protection Act (1998) applies to all levels of the Co-operative Party (including branches) and to all data held by the Party such as membership records and emails.

All members or officers who use personal information held by the Party are responsible for complying with relevant data protection legislation.

Further information and guidance:

- [Key definitions of the Data Protection Act](#)
- [Data protection principles](#)
- [Complaints can be made to the Information Commissioner's Office](#)
- For help with data protection in the Party contact [membership@party.coop](mailto:membership@party.coop)

## Tips for protecting personal data

- All national membership records are stored on secure servers and are accessed through the Co-operative Party website ([www.party.coop](http://www.party.coop)) or by email.
- Any personal data that you hold, including membership lists, should be stored securely (e.g. on a password protected computer or locked away or shredded in the case of printed copies).
- Members' personal data such as contact details should never be passed to any third parties (including the Labour Party and affiliated co-operative societies) unless each member has given explicit permission for this to happen.
- When sending emails to branch or party membership lists, ensure that the email addresses are put in the blind carbon copy (BCC) field.
- Only collect personal data from members that is relevant and necessary for the work of the Party.

## Privacy statement

The Co-operative Party will only use your personal data with the purpose of facilitating and supporting your membership of the Party, this includes passing information to your local branch and party officers.

If you are not a member of the Party, any personal data you have shared with us will be used for the purpose it was given, for example to facilitate your attendance at a Party event or subscribing you to our mailing lists.

We will never sell or share your personal data with anyone outside the Co-operative Party.

Your personal data will be stored on secure servers and can be changed or deleted at any time by contacting [membership@party.coop](mailto:membership@party.coop).