The Camping and Caravanning Club

Greenfields House, Westwood Way. Coventry CV4 8JH

Green Paper Number: 1.13

Subject: Data Protection Act

To: As listed below .

From: Director of Administration

Direct Line No.: 01203856701

Changes are being made to the Data Protection Act to increase the scope of its coverage to include information held manually, for example in a card index or filing system.

The Club's Data Protection registration will automatically cover data held in this way. However in order to comply with the legislation Club units must identify and minute the data that is held, by whom it is held, and for what purposes it is used.

As with data held electronically a copy of the minutes should be forwarded to myself so that it can be filed with the Club's Data Protection registration. This instruction amends Section 8.17 on Page 27 of the Administrators Handbook in so far as extending the recording of information to include manual indexes and filing.

October 1999

To National Councillors

To Region Secretaries

To Section National Secretaries

To District Association Secretaries

