



## DATA PROTECTION POLICY

This policy sets out our commitment to protecting personal data and how we implement our policy in regard to the collection and use of personal data.

### Commitment

We are committed to

- ensuring that we comply with the principles listed below
- meeting our legal obligations as laid down by the Data Protection Act 1998
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfill legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- ensuring that all staff are made aware of good practice in data protection
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the organization, is dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the organization

### Principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive Personal data shall be accurate and kept up to date
4. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary
5. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
6. Appropriate technical and organizational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data

Signed:

**Anthony Hardiman MBE**

**Managing Director**