

Data Protection Policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:-

- ✓ Meeting our 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 operational needs or to fulfil legal requirements
- ✓ Taking steps to ensure that personal details up to date and accurate
- ✓ Establishing appropriate retention periods for personal data
- ✓ Ensuring that data subjects' rights can be exercised appropriately
- ✓ Providing adequate security measures to protect personal data
- ✓ Ensuring that a nominated officer is appointed to be responsible for data protection compliance and will act as a point of contact for all data protection issues
- ✓ Ensuring that queries about data protection, internal and external to our organisation, are dealt with effectively and promptly
- ✓ Regularly reviewing data protection procedures and guidelines within our organisation

Andrew Nelson
Director

1 January 2015