



Data Security 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 ensuring that we comply with the eight data protection principles as laid down by the Data Protection Act 1998:

- We shall determine what personally identifiable information is collected, how it is used and with whom it may be shared;
- All information will be kept secure and not disclosed to another organisation without the individual's consent;
- Personal data will be obtained only for the purpose specified and should be adequate, relevant and not excessive for the purposes required;
- Data should be regularly reviewed and updated; if no longer required, it should be deleted and disposed of;
- Individual's may request details of personal information which we hold at any time;
- Personal data is used only to meet our operational needs or fulfil legal requirements, we will not sell, distribute or lease personal information to third parties unless we have permission or are required by law to do so;
- We shall provide adequate security measures to protect personal data;
- We shall take steps to ensure that personal data is up to date and accurate;
- We shall regularly review data protection procedures and guidelines within the organisation.