

Data Protection Policy

This data protection policy sets out my commitment to protecting personal data and how I will implement that commitment with regards to the collection and use of personal data.

I am committed to:

- ensuring that I comply with the data protection principles listed below
- meeting our legal obligations as laid down by EU General Data Protection Regulation (GDPR) 2016 (enforcement date 25 May 2019). Data Protection Act 1998
- ensuring that data is collected, stored and used fairly and lawfully
- controlling and processing personal data only in order to meet my operational needs or fulfil legal requirements, in accordance with the GDPR
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- being the point of contact for all data protection issues
- ensuring that queries about data protection are dealt with effectively and promptly
- reviewing data protection procedures and guidelines within the organisation.

Data protection principles

- Personal data shall be processed fairly and lawfully.
- Personal data shall be obtained for one or more specified and lawful purposes, in accordance with the GDPR, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under the GDPR.
- Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

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