



# Data Protection Policy

(last reviewed Jan 2010)

**Objective: to manage the personal information of our personnel**

## General

The Company respects the sensitive handling of the processing of an individual's personal data in line with The Data Protection Act (1998) which may be stored on computer, video, photographs, or in paper based manual files. All such information must be stored in secure environments, for example in locked cupboards or on PCs with passwords assigned.

In practice this means that we expect all employees to handle personal data with care following the eight data protection principles listed below at all times. Where unsure, employees should refer any problems relating to personal data to their Line Manager.

## The eight data protection principles

Personal data shall only be processed if the person has given his/her consent to the processing.

Personal data shall be obtained only for specified and lawful purposes.

Personal data shall be adequate, relevant and not excessive.

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.

Personal data shall be processed in accordance with the Data Protection Act 1998.

Appropriate security measures shall be taken against unauthorised or unlawful processing of personal data.

Personal data shall not be transferred to another country unless we have the subject's permission to do so and the receiving country or territory operates suitable Data Protection laws to protect the subject.

**Everyone in the Host community deserves to have their personal information protected at all times. It is everyone's responsibility to ensure this is achieved. Please make sure you support this policy and respect your colleague's privacy as they will respect yours.**

  
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