**Data Protection Act**

The Data Protection Act provides you with the right to know what information is being held at all times and that you have the right to access that information, whenever and however you would like. Any company that processes personal information must comply with the Data Protection Act. The company is committed to protecting your personal rights and freedoms of all individuals in relation to the processing of their personal data. The information that is kept must be:

* Used in a fair and lawful way with no secrecy.
* Be kept no longer than necessary.
* Be kept secure at all times including against unlawful attack, destruction or damage.
* Used in a way that is relevant.
* The user is informed about how their data is being used.
* The user must be able to access their personal data.
* The user must be allowed to have the data erased.

**Computer Misuse Act**

The Computer Misuse Act protects against the unauthorised access of a computer with the intent to commit or facilitate the commission of further offences with a punishment of 12 months and a maximum fine and/or 5 years and fine on indictment. The Misuse Act also protects against the unauthorised modification of computer material which is punishable by 12 months and a maximum fine and/or 10 years with a fine on indictment. The final point is that any unauthorised access to a computers material at all comes with a potential 12 months imprisonment.

This act protects against serious crimes where criminals intend to hinder or impair a user’s access to data stored on their computer systems. This could be anything from simply accessing the data to selling and destroying data.

**Ethics Policy**

The standards for ethical treatment of Race, Faith, Tradition, Community and Laws are very powerfully upheld. No act that would be deemed unethical in the eyes of the law are permitted by any user. This includes data usage or otherwise. This will result in terminal of the account using the system without prejudice. A companies environment is dynamic and ever changing and upholding standards or moral ethics are highly important.