

## DATA PROTECTION POLICY

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This document sets out the Data Protection policy for all staff employed after 01 October 2011.

### 1.1 DATA PROTECTION POLICY

Employees, who are processing personal data, must adhere to the Data Protection Act.

The main principles of the act are as follows -

- i. Data may only be used for the specific purposes for which it was collected.
- ii. Data must not be disclosed to other parties without the consent of the individual whom it is about, unless there is legislation or other overriding legitimate reason to share the information (for example, the prevention or detection of crime). It is an offence for Other Parties to obtain this personal data without authorisation.
- iii. Individuals have a right of access to the information held about them, subject to certain exceptions (for example, information held for the prevention or detection of crime).
- iv. Personal information must not be kept for longer than is necessary and must be kept up to date.
- v. Personal information may not be sent outside the European Economic Area unless the individual whom it is about has consented or adequate protection is in place, for example by the use of a prescribed form of contract to govern the transmission of the data.
- vi. Entities holding personal information are required to have adequate security measures in place. Those include technical measures (such as firewalls) and organisational measures (such as staff training). NOTE: The organisation has provided secure locations on the network for the storage of personal data, but it is up to employees to use these. Employees must not keep personal data on insecure locations such as memory sticks or PCs unless they are encrypted or physically secured.
- vii. Employees have the right to have factually incorrect information corrected (note: this does not extend to matters of opinion).

Employees who require any clarification of these principles, or feel that they may not be compliant or have any other query, please contact the organisation's Data Protection Officer, Sarah Cossey.