



## Data Protection Policy

*Compliance with the Data Protection Act 1998*

Data controllers must comply with the provisions of the 1998 Act even if they are exempt from notification.

There are eight Data Protection Principles.

In summary they require that data shall be:

1. fairly and lawfully processed
2. processed for limited purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept longer than necessary
6. processed in accordance with the data subjects' rights
7. secure
8. not transferred to countries outside the EEA without adequate protection.

Signed:

Declan Goldie - **Director**

Issue Date: 04/08/13

Last Review Date: 12/05/2022

This policy will be reviewed annually or, if significant changes occur, to ensure its continuing suitability, adequacy and effectiveness. The review will be carried out by the Quality Manager and the date of last review recorded.