

Data Protection

We will keep information about individuals in accordance with data protection legislation.

We will not pass information to any third party without their permission.

We shall ensure personal data shall be processed fairly and lawfully

We shall ensure adequate security is in place to protect personal data and to provide data protection training to staff

We shall ensure data is processed for specified purposes

We shall ensure data kept is adequate, relevant and not excessive

We shall ensure data is accurate and, where necessary, kept up to date P27 Business Practice Procedure

We shall ensure data is not kept for longer than is necessary

We shall ensure data is processed in line with the rights of the individual not transferred to countries outside the European Economic Area unless the information is adequately protected

We do **NOT** cold call businesses or customers as a form of marketing.