



The Training & Recruitment Partnership Ltd

TRP DATA PROTECTION POLICY

General Statement

The Directors of the company have overall responsibility for ensuring that records are maintained, including security and access arrangements, in accordance with Regulations and all other statutory provisions.

Recent legislation on data protection and freedom of information has given greater rights to the individual and alongside them, greater responsibilities on those who hold personal data, whether on paper or electronically.

The Directors and all staff of TRP Ltd intend to comply fully with the requirements and principles of the Data Protection Act 1998. All staff involved with the collection, storing, editing, retrieving, disclosure, archiving and destruction (i.e. processing) of personal data are aware of their duties and responsibilities within these guidelines. The rules regarding personal data also apply to employees, full or part time. It is also a legal requirement under the act for all personal data held to be protected and secure.

Anybody who processes personal information must comply with eight principles, which makes sure that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection.

Enquiries

Further information about the company's Data Protection Policy is available from the Directors. General information about the Data Protection Act can be obtained from:

The Data Protection Commissioner Information Line 01625 545 745

Website: www.dataprotection.gov.uk