

DATA PROTECTION POLICY

Because of the type of personal information that the Company holds, and the use to which that information is put, the Company is not required to register under The Data Protection Act 1998.

The Company is committed to ensuring that all its data processing complies with The Data Protection Act 1998 and that all data processors will comply with the eight data processing principles as defined within the Act. These principles state that personal information must be

- Fairly and lawfully processed
- Processed for specific purposes
- Adequate, relevant and not excessive
- Accurate, and where necessary, kept up to date
- Not kept longer than necessary
- Processed in line with the rights of the individual
- Kept secure
- Not transferred to countries outside the European Economic Area unless there is adequate protection for the information

The Company's policy is that

1. We will only hold personal information of the following kind
 - Information about participants that enables us to maintain contact with them regarding the companies activities
 - Information about employees that is relevant to their employment
 - In the case of minors, contact numbers and information concerning health issues that may be relevant to their attendance at workshops
 - Information concerning checks with the Criminal Records Bureau with regard to employment
2. People have a right to know what information we hold and why we hold it. If people make a request to know what information the company holds about them, we will comply with that request within 7 days.

3. If a request is made to The Company from another agency or person for information that we hold about an individual, that information will not be divulged without the permission of the individual concerned.
4. Information will be held securely on computers that are only accessible to the user.
5. All reasonable efforts will be made to ensure the information is up to date and accurate.
6. Personal information will be deleted when it is no longer required for the purpose for which it was stored.
7. Access to personal information will be restricted to those employees who have a need to use it.
8. Staff who have access to personal information will be made aware of their duties and responsibilities under the Data Protection Act 1998.

April 2009