

## **CAIA PARK PARTNERSHIP LTD**

### **Data Protection Policy**

1. Caia Park Partnership Ltd is an open organisation and encourages dissemination of the information it holds. It is also a responsible organisation, and respects the private life all living individuals. It therefore seeks to ensure that personal and sensitive information is not divulged and that it complies with the requirements of the Data Protection Act 1998.

2. When collecting personal information Caia Park Partnership Ltd will always make clear

- what information must be supplied, and what is voluntary
- what the purpose of collecting the information is
- what use will be made of it

3. Caia Park Partnership Ltd will ensure that personal information will:

- not be used for any purpose other than that specified on collection
- be held in a secure manner
- be destroyed when that purpose is complete

4. Should Caia Park Partnership Ltd wish to use personal information for any purpose other than that specified on collection, the permission of each individual concerned will be gained before that further use is actioned.

5. Any individual can at any time ask for copies of all personal information Caia Park Partnership Ltd holds on them. Caia Park Partnership Ltd will respond to such requests within 1 month of the request being made in writing.

6. To enact this policy Caia Park Partnership Ltd will ensure:

- adequate internal training is provided so that all staff know :
  - ❖ the contents of this policy
  - ❖ the duty Caia Park Partnership Ltd has to properly look after the personal information it holds
  - ❖ the requirements of the Data Protection Act 1998
- a suitable records management system is in place to ensure personal information is properly logged and maintained.

7. Caia Park Partnership Ltd will regularly audit the functioning of this policy. The results of such audits will be made available to the public.