

## **1.6 Data Protection Policy**

### **1.0 Policy Statement**

This data protection policy sets out our commitment to protecting personal data and how we demonstrate that commitment with regards to the collection and use of personal data.

### **2.0 Principles of the Data Protection Legislation**

- 2.1 Personal data shall be processed fairly and lawfully.
- 2.2 Personal data shall be obtained for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
- 2.3 Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- 2.4 Personal data shall be accurate and, where necessary, kept up to date.
- 2.5 Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 2.6 Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 2018 and the GDPR 2016.
- 2.7 Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- 2.8 Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### **3.0 The Hire Partner Ltd are committed to do the following:-**

- Comply with the eight data protection principles.
- Meet the legal obligations as laid down by the Data Protection Act 2018 and the GDPR 2016
- Collect data only with the subjects consent and use data fairly and lawfully
- Process personal data only in order to meet their operational needs or fulfil legal requirements
- Take steps to ensure that personal data is up to date and accurate.
- Establish appropriate retention periods for personal data
- Ensure that data subjects' rights can be appropriately exercised including:
  - Providing a copy of data held on request from that individual.
  - Right to erasure
  - Data portability
- Provide adequate security measures to protect personal data.
- Notify any Data breaches within the legal time limit
- Have a nominated officer who is responsible for data protection compliance and provides a point of contact for all data protection issues
- Make all staff aware of good practice in data protection

- Provide adequate training for all staff responsible for personal data
- Ensure that everyone handling personal data knows where to find further guidance
- All queries about data protection, internal and external to the organisation, will be dealt with effectively and promptly and within legal time limit.
- Regularly reviewing data protection procedures and guidelines within the organisation.