

Scopulus

www.Scopulus.co.uk

Introduction

As a normal part of its activities, Scopulus processes personal data of its employees, customers, etc. To ensure compliance with the requirements of the Data Protection Act 1998, Scopulus has developed this Privacy Policy.

Scopulus

www.Scopulus.co.uk

Requirements

Requirements of the Act:

1. [The Company] must be able to demonstrate compliance with the requirements of the Act.
2. [The Company] must apply the principles of the Act to all personal data which it processes.
3. All data must be fairly and lawfully processed.
4. The data must be processed for limited and specified purposes.
5. The data must be adequate, relevant and not excessive.
6. The data must be accurate.
7. The data must be kept secure.
8. Data is not to be passed to any other person without the consent of the individual concerned.

[The Company] and any of its employees must ensure that they comply with the requirements of the Act.

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

Rights and responsibilities of individuals

Rights

All employees are entitled to access the personal data which [the Company] holds about them. [the Company] will provide the information within a reasonable period of time for the delay. The employee may request that [the Company] update information where it is incorrect or that [the Company] disclose such information to a third party.

Scopulus

www.Scopulus.co.uk

Customers and other non-employees may request that [the Company] delete their personal data [the Company] holds about them. [the Company] may be charged by [the Company] for the cost of processing such requests.

Scopulus

Responsibilities

All employees should make sure that they only process personal data and inform [the Company] if they have any concerns.

www.Scopulus.co.uk

Where employees collect, process or use personal data, they must follow these guidelines:

Scopulus

www.Scopulus.co.uk

- Proposals to collect or use discussed with the Data Controller.
- Any personal data which is restricted to those authorised means by physical means or electronic means such as
- Personal information must be handled with care. Great care must be taken not to disclose information on the telephone nor to disclose information via e-mail.
- Personal information should be handled with care. In many cases the subject. In many cases the case of sensitive data such as consent must be obtained before such information to monitor

More detailed advice on any of the above can be obtained from the Data Controller.

Public Information

Information that is already in the public domain under the Act.

The Data Controller

Any questions about this policy should be directed to the Data Controller.

The Data Controller is [

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk