

Data Protection Policy

This Policy sets out Licence Check Ltd.'s (the Company's) strategic commitment to data protection. It is the policy of the Company to ensure that the Company treats personal information lawfully and correctly in order to:

- Maintain the trust and confidence of those with whom it does business
- Meet the Company's contractual, legal and regulatory obligations

Data Protection shall be treated as an integral part of management activities and will be pursued in the same manner and with the same vigour as other managerial objectives.

The Company is committed to ensuring that personal data:

- is processed fairly and lawfully
- is only obtained for specified and lawful purposes
- is adequate, relevant and not excessive to the purpose(s) for which it is processed
- is accurate and kept up to date
- is not kept for longer than is necessary
- is processed in accordance with the rights of the data subjects under the Data Protection Act 1998
- is kept secure and is protected from unauthorised and unlawful processing and against accidental loss or destruction or damage by appropriate technical and organisational measures
- is not processed outside of the company for any reason other than for the purpose for which it was intended
- is not transferred to a country **or territory** outside the UK unless an adequate level of protection and rights and freedoms of the data subject(s) are ensured
- is not sold or traded to other companies for marketing purposes

The Managing Director with support from the Company's department heads has overall responsibility and authority to ensure that this Policy is effectively implemented and delivered throughout the Company. All personnel will receive training in the handling of personal information and are required to play an active role in the protection of that information and to raise any concerns should they arise.

Failure to comply with this Policy, supporting policies and supporting procedures, may result in disciplinary action being taken.

This Policy and the Company's performance in meeting its requirements will be monitored and reviewed as a minimum, on an annual basis.

Subject: Data Protection Policy		Author: HR and Administration Manager
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Document History

Change Date	Approved by	Approved from	Description of Change
03/06/2016	Management	03/06/2016	Document history grid added with version number changed to 1.1 from 1.0 accordingly.
11/08/2017	Management	11/08/2017	Reviewed with no amends to policy. Review date brought forward to April 2018 to reflect GDPR coming into effect in May 2018

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