

Data Protection Statement



“Great Places respects that all individuals have a right to privacy and is committed to protecting the confidentiality of any personal data that we hold as bound by the Data Protection Act 1998.”

To ensure that we are providing adequate protection to the data we hold we abide by the 8 guiding principles of the Data Protection Act which state that data should be:

1. fairly and lawfully processed;
2. processed for limited purposes and not in any other way which would be incompatible with those purposes;
3. adequate, relevant and not excessive;
4. accurate and kept up to date;
5. not kept for longer than is necessary;
6. processed in line with the data subject's rights;
7. kept secure;
8. not transferred to a country which does not have adequate data protection laws

Great Places has an information security procedure and operates a clear desk policy which ensure that personal data is kept confidential and is disposed of securely when no longer needed for the purpose it was collected.

Any contractors who work with Great Places and handle personal data on our behalf are required to adopt our policies and procedures, and work in a manner that abides with the Data Protection Act.

Signed: *Stephen Porter*

Stephen Porter, chief executive

Date: 1 May 2012