

DATA PROTECTION POLICY

POLICY STATEMENT

The objective of data protection is to ensure that the rights and freedoms of data subjects are considered in the collection and processing of personal data.

The purpose of the policy is to ensure that personal data collected and processed by SPSA is managed in accordance with the Data Protection Act 1998.

It is the policy of the organisation to ensure that:

- Information will be collected and processed in accordance with the Act
- Information will be protected against unauthorised access
- Confidentiality of information will be assured
- Integrity of information will be maintained
- Regulatory and legislative requirements will be met
- Business continuity plans will be produced, maintained and tested
- Data protection training will be available to all staff
- All breaches of data protection, actual or suspected, will be reported to, and investigated by the Information Assurance Officers

All managers are directly responsible for implementing the policy within their business areas, and for adherence by their staff.

It is the responsibility of each employee of SPSA to adhere to the policy.