

# Policy – Data Protection



Personal data is controlled under the terms of the company's registration under the Data Protection Act 1998. All personal data must be handled within the eight guiding principles of the Act. Any doubts about the handling of personal data must be raised with the Information Manager. It is the responsibility of all staff to ensure that the personal data they handle is secured and processed in the manner described in the Data Protection Registration.

Data Protection Registration Number: **Z4725373**

The Information Manager is Roger Singer.

The principle constraints of the Act for manual & automatic processing of personal data are as follows:

1. Fair and lawful processing – including having a subject's consent  
*Data is processed within the DVSA's (Driver & Vehicle Standards Agency) guidelines.*
2. For a specified & limited purpose  
*We hold only data as required to provide courses to individuals and certificate on course completion or non-completion according to DVSA regulations (Drink Driver Rehabilitation Scheme)*
3. Holding adequate, relevant & not excessive data  
*Data as supplied by courts is held. In addition, survey data from individuals is held.*
4. The data is accurate and up to date  
*Data is supplied by courts. We correct errors as soon as they are notified.*
5. Not kept longer than necessary  
*Data is kept as required by DVSA to allow statistical returns on courses. Data about individuals is not sent to DVSA. Data is held to allow quality improvement and monitoring of success rates.*
6. The individual has rights of access & to protection from direct marketing by others  
*Individuals are welcome to inspect data on request. Data is not passed on to third parties except for anonymised statistical data as required by DVSA.*
7. Secure  
*Data is held securely and computer data is regularly backed up.*
8. No export outside the UK without protection  
*No data is exported.*

Review April each year

Signed .....  .....

**ROGER SINGER (COURSE ORGANISER)**

Dated: 30/04/15