



C3 Midlands Ltd. Data Protection Policy

C3 Midlands Ltd. use personal information on behalf of its customers. This personal information is dealt with correctly however it is collected, recorded and used irrespective of what medium whether on paper, computer or on any other material. We have safeguards to ensure we conform to the Data Protection Act 1998.

C3 Midlands Ltd. regards the lawful and correct treatment of personal information as paramount and therefore ensures that personal information is treated lawfully and correctly. To this end the company fully endorses and adheres to the Principles of Data Protection, as detailed in the Data Protection Act 1998. Specifically, the Principles require that personal information:

- Shall be processed fairly and lawfully and in particular shall not be processed unless specific conditions are met
- Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes
- Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
- Shall be accurate and where necessary, kept up to date
- Shall not be kept for longer than is necessary for that purpose or those purposes
- Shall be processed in accordance with the rights of data subjects under the Act
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data through appropriate management and strict application of criteria and controls
- Observe fully conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used
- Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Apply strict checks to determine the length of time information is held
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. (These include the right to be informed that processing is being undertaken, the right of access to one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase information which is regarded as wrong information)
- Take appropriate technical and organisational security measures to safeguard personal information

In addition, the C3 Midlands Ltd. will ensure that:

- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
- Everyone managing and handling personal information is appropriately trained to do so
- Everyone managing and handling personal information is appropriately supervised
- A regular review and audit is made of the way personal information is held, managed and used
- Methods of handling personal information are regularly assessed and evaluated
- A breach of the rules and procedures identified in this policy by a member of staff may lead to disciplinary action being taken.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.