



## **DATA PROTECTION POLICY STATEMENT**

This is a statement of the data protection policy adopted by East Midlands Chamber (Derbyshire, Nottinghamshire and Leicestershire).

The Chamber collects and uses certain types of information about people with whom it deals in order to operate.

These include current, past and prospective employees, suppliers, clients/customers, and others with whom it communicates. In addition, it may occasionally be required by law or project funding requirements to collect and use certain types of information of this kind to comply with the requirements of Government departments for business data.

This personal information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer, or recorded on other material and there are safeguards to ensure this in the Data Protection Act 1998.

The Chamber regards the lawful and correct treatment of personal information as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the Principles of data protection, as enumerated 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 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

And that:

- 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
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data



Therefore, the Chamber will, 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
- 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, 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
- Ensure that personal information is not transferred abroad without suitable safeguards

Overall responsibility for Data Protection at the Chamber rests with the Chief Executive. The nominated person for data protection within the Chamber is the Chief Executive. The Chamber ensures:

- All personnel 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
- Queries about handling personal information are promptly and courteously dealt with
- Methods of handling personal information are clearly described
- A regular review and audit is made of the way personal information is managed
- Methods of handling personal information are regularly assessed and evaluated
- Performance with handling personal information is regularly assessed and evaluated

**This policy has been approved by the Chief Executive.**

**Signed:**

A handwritten signature in black ink, appearing to read 'S. Knol'.

**Title: Chief Executive**

**Date: January 2017**