

## **Data Protection Policy**

### **Introduction**

The Data Protection Act 1998 regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

The Magna 7 Group will hold the minimum personal information necessary to enable it to perform its functions. All such information is confidential and needs to be treated with care, to comply with the law.

### **Summary of Principles**

Data users must comply with the Data Protection principles of good practice which underpin the

Act these state that personal data shall:

1. Be obtained and processed fairly and lawfully (that the subject of the data has consented to its collection and use.)
2. Be held only for specified purposes
3. Be adequate, relevant but not excessive
4. Be accurate and kept up to date.
5. Be held for no longer than necessary
6. Be accessible to data subjects.
7. Be subject to the appropriate security measures.
8. Not be transferred outside the EEA (European Economic Area which includes the EU member states: Austria, Belgium, Denmark, Eire, Finland, France, Germany, Greece, Italy, Luxembourg, Netherlands, Portugal, Sweden & the UK as well as Iceland, Liechtenstein, Norway and Switzerland).

The Company and all staff who process, or use personal data must ensure that they abide by these principles at all times. This policy has been developed to ensure this happens.

### **Requirements of the Act (Notification & Registration)**

Company staff must notify the Data Protection Officer, or their departmental Data Protection representative of any filing system or computer database that contains (or will contain) personal data (e.g. name and address) and complete the relevant notification forms to register your system. This notification will then be added to the Company's registration that is held by the Information Commissioner for approval.

The Company will keep some forms of information longer than others in line with Financial, Legal or Archival requirements.

A retention and disposal policy will be prepared which will require a list of retention periods, for personal data records, to be made available to the Data Protection Officer.

## **Responsibilities of staff**

It is the responsibility of the Data Protection Officer to:

- Assess the understanding of the obligations of Magna 7 under the Data Protection Act
- Be aware of our current compliance status
- Identify and monitor problem areas and risks and recommend solutions
- Promote clear and effective procedures and offer guidance to staff on Data protection issues. It is anticipated that this will include familiarisation with the Act starting in the new starters induction process, training programmes/seminars, annual appraisals and intranet/internet resources.

It is **NOT** the responsibility of the Data Protection Officer to apply the provisions of the Data Protection Act.

This is the responsibility of the individual collectors, keepers and users of personal data. Therefore staff are required to be aware of the provisions of the Data Protection Act 1998, such as keeping records up to date and accurate, and its impact on the work they undertake on behalf of the Company.

It is the responsibility of the Managing Director that all computer and manual systems within their respective service areas that contain personal data must be identified and the Data protection officer informed for notification purposes.

Any breach of the Data Protection Policy, whether deliberate, or through negligence may lead to disciplinary action being taken or even a criminal prosecution.

## **Data Security**

All staff are responsible for ensuring that:

- Any personal data they hold, whether in electronic or paper format, is kept securely.
- Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.

## **Subject Access Requests**

Customer and staff members have the right to access personal data that is being kept about them insofar as it falls within the scope of the 1998 Act.

Any person wishing to exercise this right should make their request in writing, using the Company's subject access request form and then forward it to the Data Protection Officer. The Company reserves the right to charge the recommended administrative fee on each occasion that access is requested.

The Company aims to comply with request for access to personal information as quickly as possible, but the Company must comply with a subject access request within forty days of receipt of the request, or if later, within forty days of the receipt of the identity information required, the completed subject access request form and the relevant fee.

The Company does not need to comply with a request where it has received an identical or similar request from the same individual unless a reasonable interval has elapsed between compliance with the original request and the current request.

### **Subject Consents**

The need to process data for normal purposes will be communicated to all staff. In some cases, if the data is sensitive, for example information on health, race or gender, express consent to process the data must be obtained. This processing may be necessary to operate Company policies such as health and safety and equal opportunities.

### **Data Protection Officer**

The Company is the data controller under the Act and is therefore ultimately responsible for implementation. However day to day matters, the registration of systems and subject access requests will be dealt with by the Data Protection Officer, email: [dataprotection@magna7.com](mailto:dataprotection@magna7.com)