

## **DATA PROTECTION ACT 1998**

CDT Ltd fully complies with the requirements of the Data Protection Act 1998.

In accordance with the requirements of the Data Protection Act 1998, CDT Ltd has a duty to protect the personal data it possesses. To comply with this legislation, information must be collected and used fairly, stored safely and not disclosed to any person unlawfully.

Use of personal data contained within this portfolio will only be used for its intended purpose and in accordance with the Data Protection Act. We will not release any personal information to 3<sup>rd</sup> party organisations without obtaining your written consent.

## **UPDATE**

CDT Ltd fully complies with the new European General Data Protection Regulation (GDPR), which comes in to force on 25<sup>th</sup> May 2018.

Under the GDPR, the data protection principles set out the main responsibilities for organisations. Article 5 of the GDPR requires that personal data shall be:

- “a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

Article 5(2) requires that:

“the controller shall be responsible for, and be able to demonstrate, compliance with the principles.”

For more information on this and anything else with relation to the GDPR, please visit ICO..

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

## **Confidentiality and the Data Protection Act.**

CDT Ltd complies with provisions of the Data Protection Act 1998, as well as the new European General Data Protection Regulation. In order to provide quality service and respond to clients efficiently CDT Ltd holds records of client information. Only authorised staff members keep information securely, with access.

No information about an individual will be passed to a third party without the express consent of the person (with the possible exception of information that has to be provided to funding bodies or examination authorities; we will inform you if this is the case).

That individual may access any information held on an individual by CDT Ltd. Information is held no longer than is necessary for the specified purpose.