INFORMATION SECURITY AND DATA PROTECTION POLICY

Policy Statement

Information security and data protection are critical for

databases and cloud sharing facilities where possible.

Accuracy: We are committed to keeping information accurate and up to date and promptly correcting erroneous data.

Storage limitation: We store information in a secure and orderly way, so that we keep it no longer than is necessary. Departmental Retention Schedules support this.

Security, integrity and confidentiality: See 'Information Security' below.

Transfer limitation: We recognise that some countries may not provide the same standard of data protection. Because of this, we do not transfer information outside the European Economic Area without due care and the approval of the DPO.

: We recognise people's data rights, including:
> the right to request access to data;
> erasure or rectification of data; or
> the right to request information about the data we hold about them.

We all look out for such requests and report them immediately to the DPO. The DPO responds promptly in accordance with the Exercise of Rights Process.

Privacy by design: We seek to find creative, efficient and effective solutions that reflect the principles of data protection and information security. All policies and new data processes are subject to a Data Protection Impact Assessment.

Automated Processing and Automated Decision-Making
Before we undertake automated processing or decision-making, we will conduct a