



## COMPANY DATA PROTECTION POLICY

The Reich Group of Companies is committed to ensuring that we comply fully with the provisions of the Data Protection Act 1998 in relation to the data which we hold on individuals.

Therefore, we confirm that personal data shall:-

- Be processed fairly and lawfully
- Be obtained only for one or more specified and lawful purposes and not processed in any other manner which is incompatible with those purposes
- Be adequate, relevant and not excessive
- Be accurate and, where necessary, kept up-to-date
- Not be kept for longer than necessary
- Be processed in accordance with the rights of data subjects (see below).
- Have appropriate technical and organisational measures to protect against unauthorised or unlawful processing of personal data and against accidental loss, destruction of, or damage to, personal data.
- Not be transferred to a country outside the European Economic Area (EEA) unless that country ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

We will ensure that we obtain and process data in a fair manner and that we will only process information in accordance with the criteria defined within the Data Protection Act 1998 (for instance where an individual has consented to the processing involved, or where it is necessary to comply with a legal obligation or to perform or enter into a contract).

Under the provisions of the 1998 Act the rights of individuals have been considerably widened and there are now seven rights in relation to the data that is processed. By written request, individual clients of ours (who must be private individuals, not companies) now have a right to:-

- Subject access (i.e. the right to see personal data held on them, be told why information is being processed, to whom that information may be disclosed and other information about the data)
- Prevent processing likely to cause substantial unwarranted damage or distress
- Prevent processing for the purposes of direct marketing
- Question or prevent automated decision-taking, e.g. creditworthiness, performance at work, in certain circumstances
- Compensation for damage and distress suffered by breach of the Act
- Take action to rectify, block, erase or destroy inaccurate data
- Request the Information Commissioner to carry out an assessment to establish if the processing complies with the Act.

We are legally entitled to charge the individual (or "data subject" as described in the Act) up to £10 to exercise the right of access to their files. In accordance with the provisions of the Act we must provide all personal information requested (unless an exemption under the Act applies) within 40 days of receiving a request in writing, the required fee and any information which we reasonably require to verify the identity of the person making the request and to locate the information sought.