

DATA PROTECTION POLICY

MRG Services UK Ltd is committed to upholding the Data Protection Principles of good IT practice.

Our ICO Registration Number is:

ZAI12312

1. INTRODUCTION

1.1 The Data Protection Act arose out of concern that the power of computers to manipulate information was threatening the privacy of individuals. The Act aims to protect individuals by ensuring that users of computer stored data restrict their use to approved and registered activities, maintain data in an appropriate form, keep data only for as long as is necessary, and give individuals access to and a degree control over data concerning them.

2. PURPOSES

2.1 MRG holds and uses data for the following purposes **only**:

- 2.1.1 Personnel and employee administration.
- 2.1.2 Marketing and selling (including direct marketing to individuals).
- 2.1.3 Customer and client administration
- 2.1.4 Education and training administration.

3. RESPONSIBILITIES

- 3.1 The responsibility for compliance with the Data Protection Act rests with the Board of Directors of MRG Services UK Ltd.
- 3.2 The Directors have appointed the Data Manager as the person responsible for Compliance with the Act, and any questions concerning the Act or this policy should be directed to him in the first instance.
- 3.3 All staff who use computer stored data have a responsibility for complying with The Data Protection Principles listed below.

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4. DATA PROTECTION PRINCIPLES

- 4.1 The information to be contained in personal data shall be obtained, and personal data shall be processed, fairly and lawfully.
- 4.2 Personal data shall be held only for one or more specified and lawful purposes. (See Section 2 for registered purposes.)
- 4.3 Personal data held for any purpose or purposes shall not be used or disclosed in any manner incompatible with that purpose or those purposes.
- 4.4 All proposed disclosures of data to people other than MRG personnel are to be discussed with the CEO
- 4.5 Personal data held for any purpose or purposes shall be adequate, relevant and not excessive in relation to that purpose or those purposes.
- 4.6 Personal data shall be accurate and, where necessary, kept up to date.
- 4.7 Personal data held for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 4.8 An individual shall be entitled at reasonable intervals and without undue delay or expense-
 - 4.8.1 To be informed by any Data User whether he holds personal data of which that individual is the subject;
 - 4.8.2 to have access to any such data held by a Data User; and
 - 4.8.3 Where appropriate, to have such data corrected or erased.
- 4.9 Any requests for information about data held, and any requests for access to data, are to be referred to the CEO

- 5. Appropriate security measures shall be taken against unauthorised access to, or alteration, disclosure or destruction of, personal data and against accidental loss or destruction of personal data.

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