

## **Data Protection Policy:**

This is a statement of Data protection policy adopted by Northern Lab.

Northern Lab needs to collect and use information about people with whom it deals in order to operate.

These include current, past and prospective employees, suppliers, clients/members, and others with whom it communicates. In addition, it may occasionally be required by law to collect and use certain types of information of this kind to comply with the requirements of government departments for business data, for example. This personal information must be dealt with properly, however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material – and there are safeguards to ensure this in the Data Protection Act 1998.

We ensure that our organisation treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the principles of data protection, as enumerated in the Data Protection Act 1998.

Specifically, the principles require that personal information:

- Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- Shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
- Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- Shall be accurate and, where necessary, kept up to date;
- Shall not be kept for longer than is necessary for that purpose or those purposes;
- Shall be processed in accordance with the rights of data subjects under the Act;
- Appropriate technical and organisational measures shall be taken against

unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;

Therefore, Northern Lab will:

- Observe fully conditions regarding the fair collection and use of information;
- Meet its legal obligations to specify the purposes for which information is used;
- Collect and process appropriate information, and only to the extent that it is needed

to fulfill operational needs or to comply with any legal requirements;

- Ensure the quality of information used;
- Ensure that the rights of people about whom information is held, can be fully

exercised under the Act. These include the right to:

- Be informed that processing is being undertaken;
  - Have access to one's personal information;
  - Prevent processing in certain circumstances;
  - Correct, rectify, block or erase information which is regarded as wrong information;
  - Exclude information being made public or passed to a third party;
- Take appropriate technical and organisational security measures to safeguard personal information;

In addition, Northern Lab will ensure that:

- There is someone with specific responsibility for data protection in the organisation.
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- Anybody wanting to make enquiries about handling personal information knows what to do;
- Queries about handling personal information are promptly and courteously dealt with;
- Methods of handling personal information are clearly described;

This concludes the current Data Protection Policy that Northern Lab has agreed to abide by. The information presented here does not constitute legal advice. For personal legal advice on this or other areas you should consult a solicitor.

Northern Lab Does not store Credit Card details or share these details or customer details with any 3<sup>rd</sup> parties.