

Freeport Records
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www.freeportrecords.com

Data Protection Policy and Confidentiality

- Freeport Records Ltd is committed to protecting the rights of individuals to privacy with regard to the processing of personal data
- It is necessary at times for us to collect and hold personal data in the normal and proper conduct of our business operations
- Such processing will be conducted fairly and lawfully in accordance with the Data Protection Act 1998
- If you have a query regarding the accuracy of your personal data then your query will be dealt with fairly and impartially

There are eight Data Protection principles set out under the Act. In summary they are that personal data should be:

1. obtained and processed fairly and lawfully
2. held and used only for specified purposes
3. adequate, relevant and not excessive
4. accurate and kept up to date
5. kept only for as long as is necessary
6. processed according to the Act
7. held securely
8. held within the European Economic Area

Confidentiality

Service users have the right to have information about them treated in a confidential manner except where it concerns issues to do with Child Protection.

There may be occasions where it benefit a user to have information shared with a third party. Their consent should be sought before doing this.

Approved by Board:

Harry Leckstein
Managing Director
Freeport Records Ltd