

# Westmac Canine Therapies

The Cross  
Trellech Cross  
Trellech, Monmouthshire NP25 4PX

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**Policies Reviewed:** 12 Jul 2019

## Data Protection Policy

### Introduction

The Centre is fully committed to compliance with the requirements of the Data Protection Act 1998 (“the Act”), which came into force on the 1<sup>st</sup> March 2000. Therefore follow procedures that aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the centre who have access to any personal data held by or on behalf of the centre, are fully aware of and abide by their duties and responsibilities under the Act.

### Statement of policy

In order to operate efficiently, the centre will collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with the requirements of central government. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.

The centre regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the centre and those with whom it carries out business. The centre will ensure that it treats personal information lawfully and correctly.

To this end the centre fully endorses and adheres to the Principles of Data Protection as set out in the Data Protection Act 1998.