



## **DATA PROTECTION POLICY**

The Data Protection Act 1998 (The Act) came into force on 1 March 2000 and seeks to protect the rights and privacy of individuals and ensures that data about them is not processed without their knowledge and is processed with their consent wherever possible. The Act covers personal data (electronic and paper records) relating to living individuals and defines a category of sensitive personal data which are subject to more stringent conditions on their processing than other personal data. NWB Group Ltd is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data.

In order to operate as a business, NWB Group Ltd collects information about people, including current, past or prospective employees, clients and suppliers. Information we hold includes staff records, names, home addresses, email addresses, examination results, disclosed disabilities and special requirements (e.g. dietary).

The Act governs the use of personal information through the eight data protection principles, of which NWB Group Ltd is committed to comply with.

These principles require that information held by NWB Group Ltd will be:

- processed fairly and lawfully
- processed for one or more specified and lawful purposes and not processed further in any way that is incompatible with the original purpose
- adequate, relevant and not excessive
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary for the purpose for which it is being used
- processed in line with the rights of individuals
- kept secure with appropriate technical and organisational measures taken to protect the information
- Not transferred outside the European Economic Area (the European Union member states plus Norway, Iceland and Liechtenstein) unless there is adequate protection for the personal information being transferred.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to The Act. Under the Act, you can make a formal request in writing to receive copies of any information held by NWB Group Ltd.