

# Data Protection Policy

Alexander-n-Associates is committed to abiding by the Data Protection Act, and to the observation, wherever possible, of the highest standard of conduct mandated by the Act.

## Data Protection Principles

The following provides a summary of the Data Protection principles:

- Personal data shall be processed fairly and lawfully,
- Personal data 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,
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed,
- Personal data shall be accurate, and where necessary kept up to date,
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes,
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act,
- Appropriate technical and organizational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall be handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

## Alexander-n-Associates responsibilities

Alexander-n-Associates is committed to protecting the privacy and confidentiality of its staff and clients.

Alexander-n-Associates Senior Management:

- Is responsible for ensuring that Alexander-n-Associates' Data Protection Policy is published, maintained, complied with at all times and reviewed as and when required to meet legislation and regulatory requirements.
- Is responsible for ensuring that Alexander-n-Associates staff have been made aware of this policy and that they understand and comply with it.
- Is responsible for taking action against any member of staff who acts in breach of the Data Protection Act, and the guidelines contained in this policy.

**Staff duties:**

Alexander-n-Associates staff are expected to:

- Acquaint themselves with, and abide by, the Data Protection Principles.
- Read and understand this policy document.
- Understand how to conform to the standard expected at any stage in the life-cycle.
- Understand how to conform to the standard expected in relation to safeguarding data subjects' rights (e.g. the right to inspect personal data) under the Act.
- Understand what is meant by sensitive personal data, and know how to handle such data.
- Contact a member of Alexander-n-Associates senior management, or their respective line manager, if in any doubt, and not to jeopardise individual's rights or risk a contravention of the Act.

**Data subject's rights of access**

Alexander-n-Associates is fully committed to facilitating access by data subjects ('applicants') to their personal data, while bearing in mind the need to protect other individuals' rights of privacy.

Applicants are required to send a formal request in writing to the Data Protection Officer, Alexander-n-Associates; together with supporting documentations which establish that they are the data subjects (e.g. certified copies of proof of identity and address).

Where the application is made by a third party on behalf of the data subject, documentations which establish the identity and address of the third party, and the data subject (e.g. certified copies of proof of identity and address), and a certified form of authorization signed by the data subject.

The request will be responded to within 30 working days.

Requests should be sent to [accounts@accelerate-n-associates.com](mailto:accounts@accelerate-n-associates.com)