

DATA PROTECTION POLICY STATEMENT

Omega Windows Doors & Conservatories (hereafter 'Omega') needs to collect and utilise certain types of personal information about the people that it deals with. These include but are not limited to, past, present and prospective employees, contractors, suppliers, customers, clients or other with whom it communicates. The Company recognises that the lawful & correct treatment of personal information is very important to successful operations and to maintaining customer confidence.

Any information collected, recorded or used in any way by Omega, whether it be held on paper, computer or other media, will be protected by suitable safeguards that comply with the requirements of the Data Protection Act 1996 ('DPA'). The Company fully endorses and adheres to the eight principles of data protection as set out in the DPA. These principles require that personal information is:

- ✓ Fairly and lawfully processed
- ✓ Processed for limited purposes and not in any other way which would be incompatible with those purposes
- ✓ Adequate, relevant and not excessive
- ✓ Accurate and kept up to date
- ✓ Not kept for longer than is necessary
- ✓ Processed in line with the subject's rights under the DPA
- ✓ Kept secure
- ✓ Not transferred to a country which does not have adequate data protection legislation

In order to meet the requirements of these principles, Omega will:

- ✓ Observe the conditions regarding to the fair collection & use of personal information
- ✓ Meet our obligations to specify the purposes for which personal information is used
- ✓ Collect & process appropriate personal information only to the extent that it is needed to fulfil our operational needs or to comply with any applicable legal requirements
- ✓ Ensure the quality of the personal information used
- ✓ Apply strict checks to determine the length of time personal information is held
- ✓ Ensure that the rights of individuals about whom the personal information is held can be fully exercised under the DPA
- ✓ Take appropriate technical and organisational security measures to protect personal information
- ✓ Ensure that personal information is not transferred abroad without suitable safeguards & controls

Whenever Omega collects any personal information, the Company will explain – as appropriate – why it is collecting it and what use it will be put to. Where the Company requires sensitive personal information, steps will be taken to ensure that the Company has the relevant individual's explicit consent to hold, use and retain this information. Such information includes but is not necessarily limited to an individual's: racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sex life, details of the commission or alleged commission of any offence and any court proceeding relating to the commission of an offence.

Under the DPA, any individual may write to the Company's data protection co-ordinator & request a copy of the information held about them. If any details are inaccurate, Omega will, on request, amend them accordingly.

This Policy will be kept up to date, particularly as the Company's business changes in nature, size or scope. Finally, this Policy will be reviewed for continuing adequacy, suitability and compliance with all relevant legislation.

	Signature	Date
Managing Director		13.01.16
Process Manager		13.01.16