

# Data Protection Policy



The Data Protection Act 1998 is concerned with the protection of rights in relation to personal data. The Act aims to ensure that people know where their data is held, what it is used for and with whom it is shared. It also makes sure that personal information is treated correctly and that the organisation has systems in place to manage that information.

Liberate complies with the provisions of the Data Protection Act. In line with the data protection principles contained in the Act, we endeavour to ensure that all personal data held by the organisation is relevant, accurate and up to date, and is held no longer than is necessary. Also, that any data is processed fairly, lawfully and confidentially.

## Your Responsibilities

All staff are required to maintain confidentiality in their work as appropriate. In relation to personal data it is essential to review procedures for handling such data to ensure that all processing is lawful under the Data Protection Act 1998.

## Liability

The Disciplinary Procedure will be followed in proven cases of incompetence or negligence in relation to the Data Protection Act, particularly if the member of staff is guilty of fraud, gross misconduct, or any criminal offense.

## Complaints

If you have a complaint about the way your personal data has been handled, you can raise it via the CEO following the complaints procedures. You may also have the right to make a complaint to the Data Commissioner's Office.

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