

# Data Protection Policy, Statement of Intent



PLY7, Dated: 2<sup>nd</sup> March 2018 (Rev. C)

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In pursuance of the Data Protection Act 1998 the following will be adhered to by all employees and non-employees working on behalf of Morland Utilities Limited.

Morland Utilities Limited needs to collect and keep for a time certain information about its employees, suppliers, customer, clients and other who are associated with the company. The collection and use of this information allows the business to function including the employment of employees, use of suppliers and the completing works for our customers. In doing this the company must comply with the Data Protection Principles which are set out in the Data Protection Act 1998.

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. In summary, these state that personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for that purpose.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.
- Allow access to those who have the legal right to access.

All employees and others working for the company who process or use personal information for the company must ensure that they follow these principles and the Data-Protection Procedure QM8.1, at all times.

This Data Protection Policy Statement is subject to regular formal review on a minimum of an annual basis.

A handwritten signature in black ink, appearing to read "SHO".

**Steve Holland**  
**Managing Director**

Next Review Date: 2<sup>nd</sup> March 2019