

# Data Protection Policy Statement

Dalen Limited regards the lawful and correct treatment of personal information as very important to successful operations and to maintaining the confidence of those with whom we deal. We will always do our utmost to ensure that our organisation treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the Principles of Data Protection as enumerated in the Data Protection Act 1998.

In summary we ensure that that personal data:

- Shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met.
- 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.
- Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.
- Shall be accurate and where necessary, kept up to date.
- Shall not be kept for longer than is necessary for that purpose or those purposes.
- Shall be processed in accordance with the rights of data subjects under the Act.
- Shall be kept secure, i.e. protected by an appropriate degree of security.
- Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

The policy is subject to regular review to reflect any changes to legislation or to the structure or policies of Dalen Limited. This policy statement is communicated to all staff through training and it is made readily available to anyone who is expected to apply it.

September 17th 2015

Signed By:



Clive Beardmore  
Managing Director