



Data Protection Policy

Diligent Developments Limited is trading as Diligent Developments
Company Number – 5323384
Registered Office – Office 6, 78-88 Bensham Grove, Thornton Heath, CR7 8DB



Our Data Protection Policy

In order to operate effectively it is necessary for Diligent Developments to collect certain types of information about people it regularly comes into contact with. These include current, past and prospective employees, suppliers, clients/customers, and others with whom we communicate. We recognise that the lawful and correct treatment of personal information is very important in maintaining customer confidence in our operations.

Any personal information we collect is strictly for our information only and will not be passed onto any third party (we save what is legally required of us). We will have appropriate safeguards applied to ensure that we comply with the data protection act 1998, whether information is held on paper, computer or other media. We fully endorse and adhere to the eight principles of data protection as set out in the data protection act 1998. The eight principles require that personal information is:

- 1) Fairly and lawfully processed
- 2) Processed for limited purposes and not in any other way which would be incompatible with those purposes
- 3) Adequate, relevant and not excessive
- 4) Accurate and kept up to date
- 5) Not kept for longer than is necessary
- 6) Processed in line with the data subject's rights under the act
- 7) Kept secure
- 8) Not transferred to a country which does not have adequate data protection laws

In order to meet the requirements of the principles, DILIGENT DEVELOPMENTS will:

- 1) Observe the conditions regarding the fair collection and use of personal information
- 2) Meet our obligations to specify the purposes for which personal information is used
- 3) Collect and process appropriate personal information only to the extent that it is needed to fulfill our operational needs or to comply with any legal requirements
- 4) Ensure the quality of personal information used
- 5) Apply strict checks to determine the length of time personal information is held
- 6) Ensure that the rights of individuals about whom the personal information is held, can be fully exercised under the act
- 7) Take appropriate technical and organisational security measures to safeguard personal information
- 8) Ensure that personal information is not transferred abroad without suitable safeguards

When we collect any personal information from you, we will inform you that we are doing so; why we are collecting your information and what we intend to use it for. Where we collect any sensitive personal information, we will take appropriate steps to ensure that we have explicit consent to hold, use and retain the information.

Sensitive information is personal data about 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 proceedings relating to the commission of an offence. Under the data protection act, any individual may write to the DILIGENT DEVELOPMENTS data protection coordinator and request a copy of the information, which we hold about them. If the details are inaccurate you can ask us to amend them.

This policy is reviewed for continuing adequacy and suitability at management review.



(Director)

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Date: 10 Dec 2011