



Data Protection Policy

GHP Consultancy as a business data controller, is committed to protecting an individual's right to privacy by promoting a high standard of data handling in all its business operations, in accordance with the Data Protection Act 1998.

Our Data Protection commitment;

- **Fairness** all data will be fairly and lawfully processed
- **Limited** all personal data will be processed for specified purposes only
- **Relevance** data held about a subject will be relevant, adequate and not excessive
- **Accuracy** data held will be as accurate and up to date as is reasonably achievable
- **Time** data will not be held for any longer than is necessary
- **Processing** data will be processed in a manner which is in accordance with the data subject's rights
- **Security** all data held, whether electronic or otherwise, will be stored with adequate security measures to protect against unauthorised or unlawful processing and against accidental loss or destruction of, or damage to personal data
- **Data Transfer** no data will be transferred without prior consent of the data subject and will never be transferred to a country/territory that has inadequate data protection levels, as required by the Data Protection Act 1998

The Partners of GHP Consultancy will monitor and review this policy on an annual basis.

Data Protection Policy approved August 2004. Reviewed August 2006.

Paul D Davies
Managing Partner