

Data Privacy Policy

TCL

Date: January 2018

Public Disclosure of Personal Information Policy

Introduction

The Data Protection Act 1998 (the Act) requires TCL to have appropriate security to protect personal information against unlawful use or disclosure, and accidental loss, destruction or damage. Anyone who processes personal information must comply with eight principles, regarding personal information:

- Fairly and lawfully processed;
- Processed for limited purpose;
- Adequate, relevant and not excessive;
- Accurate and up to date;
- Not kept for longer than is necessary;
- Processed in line with your rights;
- Secure; and,
- Not transferred to other countries without adequate protection.

TCL has notified the Information Commissioner's Office (ICO) about their processing of personal information. TCL has undertaken a risk assessment of the personal information they control to ensure that they comply with the eight principles above and any other relevant legislation.

ICO helpline: the helpline is open between the hours of 9.00am and 5.00pm, Monday to Friday.

Tel: 01625 54 57 45 or 0303 123 1113

Fax: 01625 52 45 10

Email: casework@ico.org.uk By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

http://www.ico.org.uk/for_organisations/data_protection