

## **Data Protection Policy**

This policy has been prepared to ensure Webber Tree's compliance with the Data Protection Act 1998. The Act's focus is on protecting personal data (information from which a person can be identified). This includes data stored as hard copy and/or on computer systems, including emails.

This policy demonstrates how Webber Trees complies with the principles of the Act.

Trainees/candidates are made aware of the purposes for the collection of data. The minimum and relevant amount of personal data required for the purposes of processing is collected.

Webber Trees processes the data only for the purposes for which it was obtained, i.e. registration and certification of trainees/candidates, and keeps under review the data that is collected and the purpose for which it was collected.

Webber Trees require a limited amount of information in order that if in the future, a candidate were to request a replacement certificate, the records are sufficient to make an identification of the individual, i.e.

Name

Date of birth

Address

Where it is deemed necessary to collect other information, this is held securely and used only for the specified purpose that it is collected for and held for the minimum period of time required for the specified purpose.