



## **DATA PROTECTION POLICY**

This policy explains your rights as a client of SIGNINGWORKS and how SIGNINGWORKS will use your personal data as governed by the Data Protection Act 1998.

SIGNINGWORKS is obligated to comply with the eight principles of good information handling and your personal information is:

- processed with your knowledge
- kept to the minimum of what we require in order to do our job
- it will not be used for any other purpose other than SIGNINGWORKS' tasks
- accurate and, where necessary, kept up-to-date
- retained only as long as it is required
- processed in line with your rights – we will provide you with a copy of your personal information on request
- seen only by SIGNINGWORKS staff in order to appropriately do their work
- not transferred outside the European Economic Area

These principles apply whether SIGNINGWORKS holds your information on paper or in an electronic format.

SIGNINGWORKS is registered with the Information Commissioners Office (ICO).

*Registration number: Z1408245*