

## Data Security Policy

It is the policy of CABWI Awarding Body that Employees and Associates of the Company comply in full with the Data Protection Act 1998 along with any additions or addenda. This policy is brought to the attention of all employees and supply chain management.

- The company will ensure that personal data and that of its clients shall be fairly and lawfully held and shall not be processed unless all the requisite conditions are applied.
- The company recognises that many parts of its business fall within the requirements of the Data Protection Act and is registered with the Information Commissioners Office.
- The company is required to keep data secure and where personal details or other data is involved all hard and electronic copies must be kept secure with only limited authorised access. The level of access is determined by the Chief Operating Officer in conjunction with the Board of Directors.
- The company shall ensure suitable resources including finance, secure storage and training are available to all levels of employees within the company.
- The company shall ensure regular audits are carried out to ensure compliance and will be part of the company's Quality Management system.

A Director has been appointed to be oversee the implementation of this policy.

A copy of this 'policy statement' is issued to all employees and is displayed on notice boards.



John Kelly  
Chairman  
1 April 2016