

DATA PROTECTION POLICY

Albion Environmental Ltd is registered with Information Commissioners office (ICO), registration number: Z8633127 for five purposes –

1. Staff administration
2. Advertising, marketing and public relations
3. Accounts and records
4. Education
5. Consultancy and advisory services

Albion Environmental Ltd will put the following into place to safe guard private and confidential information.

1. Access to Albion computer system will be by authorised staff only via password control system.
2. Access to bank account information will be limited to key accounts staff.
3. Access to staff personal information shall be restricted to directors only.
4. All sensitive material shall be securely locked within the office. Out with office hours, the office is alarmed and monitored by a private Alarm Company.
5. Personal data shall only carried on portable electronic media (disc or flash drive) if files are encrypted.

For all training work Albion shall have in place the following:

1. All candidates will receive an induction and sign to confirm they understand that their data will be held by us for the purposes of registering them for the qualification. This may require us to pass on their information to, for example, an awarding body.
2. We will limit the amount of personal information we need to hold at any one time.
3. For evidence based portfolio's, candidates will be instructed to blank out any confidential information. If a candidate fails to blank out confidential information the assessor or IV will blank it out on their behalf.

Albion will complete any Data protection forms requested by qualification or awarding bodies as appropriate.

Albion will induct all staff members on this policy and ensure that the processing of all such information complies with the data protection principles under the Data Protection Act 1998

Signed



Managing Director
Alasdair Meldrum

Date 10th April 2009