

ONE STOP WEB SYSTEMS

One Stop Web Systems Ltd

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Data Protection Policy

16th October 2007

Version 1

Abstract

Company-wide Data Protection Policy

Document History

16 th October 2007	Phil Hanchet	First Draft
23 rd October 2007	Phil Hanchet	Version 1, following review

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Introduction

One Stop Web Systems incorporated in April 2000 to provide a single port of call to SMEs requiring an internet presence.

One Stop Web Systems Ltd is fully committed to compliance with the requirements of the Data Protection Act 1998 which came into force on 1 March 2000.

Directors and Officers will therefore follow procedures which aim to ensure that all employees, contractors, consultants and partners who have access to any personal data held by or on behalf of the company are fully aware of and abide by their duties under the Data Protection Act 1998.

General statement of policy

In order to operate efficiently, One Stop Web Systems Ltd has on occasion to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers.

This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.

One Stop Web Systems regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the company and those with whom it carries out business. The company will ensure that it treats personal information lawfully and correctly.

Confidential

To this end the company fully endorses and adheres to the principles of Data Protection as set out in the Data Protection Act 1998, the basic principles of which require that personal information is:

- processed fairly and lawfully
- processed for one or more specified and lawful purposes, and not further processed in any way that is incompatible with the original purpose
- adequate, relevant and not excessive
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary for the purpose for which it is being used
- processed in line with the rights of individuals
- kept secure with appropriate technical and organisational measures taken to protect the information
- not transferred outside the European Economic Area (the European Union member states plus Norway, Iceland and Liechtenstein) unless there is adequate protection for the personal information being transferred

A copy of this policy is available on request and is also posted on our company website.

Company Data Officer	
Signed	
Date	

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