



USAS Data Protection Policy

In order to operate efficiently, we must collect information about people with whom we work. These may include members of the public, current, past and prospective employees, customers, clients and suppliers. In addition, we may be required by law to collect and use information in order to comply with the requirements of central government.

This personal information must be handled properly under legislation which regulates the way that we handle personal data that we collect in the course of our business and gives certain rights to people whose personal data we may hold.

We consider that the correct treatment of personal data is integral to our successful operations and to maintaining trust of the persons we deal with. As an ethical business, we fully appreciate the underlying principles of the relevant laws and support and we are committed to full compliance of their requirements.

Personal data includes a variety of information including names, addresses, telephone numbers, photographs of people and other personal details. It may also include any expression of opinion about a living individual or any indication of our intentions about that individual.

Principles:

We will comply with data protection principles by making sure that personal data is:

1. Captured in an open manner, adequate, relevant and not excessive
2. Fairly and lawfully processed in accordance with the individual's rights, for limited / specific purposes
3. Held securely, maintained as accurate and up-to-date, but held for no longer than necessary
4. Stored in a country which the data has adequate protection for the individuals

and that at least one of the following conditions are met before we process any personal data:

1. The individual has consented to the processing
2. The processing is necessary for the performance of a contract with the individual, or required under a legal obligation
3. The processing is necessary to protect vital interests of the individual or carry out public functions e.g. administration of justice
4. The processing is necessary in order to pursue our legitimate interests or those of third parties (unless it could unjustifiably prejudice the interests of the individual)

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Subject Access Rights

Any individual who makes a valid subject access request is entitled to be:

1. Told whether their personal data is being processed
2. Given a description of the personal data, reason for processing and whether it has
3. Been shared with any other organisations or persons
4. Given details of the source of the data (where this is available)
5. Given a copy of the information comprising the data

A register of these requests is required to be held, together with the result of the requests. Individuals are entitled only to their own personal data, and not to information relating to other people unless they are acting on behalf of that person. In all circumstances, written consent incl by email from a verifiable account will be required.

Exempt Information

We may not be able to release some information. Information which is exempt from a subject access request includes:

1. Personal data where disclosure could prejudice the prevention or detection of crime
2. Management forecasts/management planning
3. Legal professional privilege (advice received from solicitors, for example)
4. Personal data identifying another person (a third party) whose details cannot be disclosed without their permission

Our Commitment

We will take all necessary steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and everyone managing and handling personal information understands that they are responsible for following good data protection practice. We will ensure that:

1. There is someone with specific responsibility for data protection in the organisation
2. Staff who handle personal information are appropriately supervised and trained
3. Queries about handling personal information are promptly and courteously dealt with
4. Methods of handling personal information are regularly assessed and evaluated
5. Any disclosure of personal data will be following approved procedures.

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