

Data Protection Policy

The Firm will observe the principles that underlie the DPA 1998, namely that all data covered by the Act (to include not only computer data but also personal data held within the filing system) is

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to countries without adequate protection

It is the responsibility of Mr Temple to ensure that all employees are aware of their obligations under data protection law and are provided with any update as to how they are required to support the firm in ensuring compliance.