

DATA PROTECTION POLICY

Freedom of information and data protection policy

R C Eng Co Ltd complies with the Freedom of Information Act 2000 and with the requirements of the Data Protection Act 1998 with regard to the

- collection
- storage
- processing and
- disclosure of personal information and

is committed to upholding the Act's core Data Protection Principles.

Our policy for anyone processing personal data must comply with the eight enforceable principles of good practice. We confirm that data must be:

- 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.

Personal data covers both facts and opinions about the individual. The data we receive from individuals, government agencies, non-government agencies and other sources will be held and deemed in confidence. Information and data relating to staff and customer development and progression may be shared with Governmental Agencies and other appropriate inspection bodies.

Employed staff members and customers may be asked to endorse the release or disclosure of deemed 'sensitive' data related to them.

R C Eng Co Ltd will endeavour to treat all information and data in a manner that best supports the individual and the company.