

Data protection policy



IDentilam needs to collect and use certain personal data about their employees, clients and suppliers in order to carry out its business and meet customer requirements effectively. We recognise that the lawful and correct treatment of personal data is very important to successful operations and to maintaining confidence between ourselves and our customers.

Any personal data which we collect, record or use in any way, whether it is held on paper, on computer or other media will have appropriate safeguards applied to it to ensure that we comply with the Data Protection Act 1998. We fully endorse the eight principles of Data Protection as set out in the Data Protection Act 1998 and require that all employees who have access to personal data in any form will be made aware of and adhere to these requirements. In summary these state that personal data must be:

1. fairly and lawfully processed
2. processed for limited purpose and not in any other way which would be incompatible with those purposes
3. adequate, relevant and not excessive
4. accurate and kept up to date
5. not kept for longer than is necessary
6. processed in line with the data subjects rights
7. kept secure
8. not transferred to a country which does not have adequate data protection laws

Our purpose for holding personal data and a general description of the categories of people and organisations to whom we may disclose it are listed in the Data Protection Register. You may inspect this via the DPR website: www.dpr.gov.uk

All personal data collected and held on behalf of bureau clients for production of ID cards (or similar) is controlled by the client and processed by IDentilam on their behalf. A statement of our principles for bureau processing is available on request.

www.identilam.com



IDentilam plc John Bostock House Faygate Horsham
Sussex RH12 4DN England t: 44 (0) 1293 851711
f: 44 (0) 1293 851742 sales@identilam.co.uk