



## **Data Protection Data Protection Act 1984**

**The Management of *Rozone Ltd.* are committed to meeting the provisions of the above Act.**

In this respect the company shall

- process data fairly and lawfully.
- only hold data for specific purposes relevant to the needs of the business and the welfare of persons.
- not disclose data for a need not compatible with the purpose for which it is held.
- ensure the data is accurate and up to date.
- allow individuals to be informed if personal data is held on them.
- provide access to the data for the individual and where appropriate to have the data corrected or erased.
- provide appropriate security measures against unauthorised access, alteration or loss or destruction of personal data.

Approved \_\_\_\_\_ Date \_\_\_\_\_

**(Pol).7/1**