



## **DATA PROTECTION**

### **Data Protection Statement**

Ross & Liddell Ltd collects personal data, including names and addresses, in a number of different ways in order to perform its day-to-day business. We are committed to maintaining all personal information in a manner which meets the requirements of the Data Protection Act (1998) and will take all reasonable steps to ensure that all personal data is kept secure against unauthorised access, loss, disclosure or destruction.

In order to respect our clients' privacy, we manage personal data in accordance with the Data Protection Act's eight 'Data Protection Principles', namely:-

- Personal data shall be processed fairly and lawfully.
- Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under this Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Any personal data which our clients' inform us is incorrect will be amended or deleted, as appropriate.