


## Data Protection Act 2018

The Management of SCITEK Consultants Ltd are committed to meeting the provisions of the above Act as well as the General Data Protection Regulations 2018.

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 is held.
- Ensure that data is accurate and up-to-date.
- Not keep data for longer than is absolutely necessary.
- 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

  
Marios Christodoulou  
Director

Date

1<sup>st</sup> January 2019

**This is to be reviewed annually**