

Data Protection Policy

Statement of Policy

Humber LEP Ltd (the LEP) collects and uses information about people with whom it works to operate and carry out its functions. In some cases, the LEP is required by law to collect and use information to comply with central government requirements. The LEP is committed through its policy, procedures and guidelines to ensure that it will:

- comply with both the law and good practice
- respect individuals' rights
- be open and honest with individuals whose data is held
- provide training and support for staff who handle personal data, so that they can act confidently and consistently

At the heart of the Act is the need to protect personal information, otherwise known as personal data and sensitive personal data. What this means is when the LEP collects and uses personal information, it must be sure to handle it and deal with it in accordance with the 8 enforceable principles of good information handling practice.

The Eight Principles of Data Protection

If the LEP follows the following eight principles, they will be acting in accordance with the Act. These Principles are legally enforceable which means that the LEP and its staff can be considered in breach of the Data Protection Act where they do not comply with the principles.

The eight principles, which form the basis of the Act, state that data must be:

1. **Fairly and lawfully processed**

Nobody should be deceived or misled about the purpose for which their data is to be processed.

2. **Processed for limited purposes**

Personal data can only be obtained for specified and lawful purposes with permission from the data subject for each purpose.

3. **Adequate, relevant and not excessive**

The data must be sufficient to meet the purpose but no more, and must not exceed the scope of the purpose.

4. **Accurate**

The personal data must be accurate when recorded, and accuracy must be maintained throughout the life cycle of the data.

5. Not kept for longer than is necessary.

Personal data must not be kept for any longer than is necessary for the purpose for which it was obtained. If data are kept for too long, the accuracy and relevance may be compromised.

6. Processed in line with the rights of the subject of the data

Individuals, also known as data subjects, have the right to access their personal data and can request that any processing that causes, or is likely to cause them, distress be ended. They can insist that their data is not used for marketing and other purposes, and can request that inaccurate data is amended.

7. Stored and processed securely

All necessary measures must be taken to prevent unauthorised or unlawful processing of personal data and to protect personal data against loss, damage or destruction.

8. Not transferred to countries without adequate protection

Personal data must not be transferred to a country outside the European Economic Area unless that country has in place a level of data protection comparable to that in the EU.

- The LEP also respects the specific data protection rights of all individuals, including staff and partners as well as our customers. Each of these rights creates responsibilities for the LEP that are met by adhering to the eight data protection principles as well as the provisions of this policy.