Title: **VALLEY PROVINCIAL LTD DATA PROTECTION POLICY**

Valley Provincial Ltd are committed to ensuring the privacy of the individual is respected and that all personal data is managed by the organisation is dealt with in accordance with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other related legislation.

The GDPR lays down rules relating to the protection of natural persons with regard to the processing of personal data and to the free movement of personal data; it protects the vital rights and freedoms of natural persons in particular their right to the protection of personal data.

Scope

This policy applies to Valley Provincial Ltd and all branches, staff, and other people working on behalf of the company.

Valley Provincial Ltd.'s commitment

Valley Provincial Ltd, through the appropriate application of managerial and operational controls, will:

- Only process personal data, fairly and lawfully and in accordance with all required conditions.
- Specify the purpose(s) for which personal data is being used.
- Only collect the personal data that is necessary to fulfil the operational needs of any service provided or to comply with legislative or organisational requirements.
- Take steps to ensure the quality and integrity of personal data used.
- Put in place the appropriate measures to ensure that personal data is only retained for as long as it is needed for the purpose(s) it was obtained for, or to meet legal requirements.
- Ensure that the rights of every individual who provides the Council with personal data are respected.
- Provide the appropriate technical and organisational security measures that will safeguard personal data against unauthorised or unlawful processing, accidental loss, destruction or damage.
- Ensure that personal data is not transferred outside the European Economic Area without the appropriate safeguards.
- In addition to the above, Valley Provincial Ltd will endeavour, through the distribution of guidance material and training, to ensure that:
- All employees managing and handling personal data are aware of and understand their responsibilities under GDPR and related legislation.
- Every individual managing and dealing with personal data are appropriately trained to do so.
- Every individual understands the purpose(s) for which they are processing personal data and under what circumstances further processing may take place.

- Every individual managing and dealing with personal data understand the rights of the data subject.
- Any individual who fails to carry out their duty to comply with any of the data protection laws will be subject to disciplinary action and could also be subject to criminal prosecution.

Individual Rights

The GDPR gives rights to individuals in respect of personal data processed about them by Valley Provincial Ltd. The rights apply to all individuals. The GDPR – Chapter III discusses the following rights on data subjects:

- The right to access personal data.
- The right to rectification.
- The right to erasure (right to be forgotten).
- The right to restriction of processing.
- Obligation regarding rectification or erasure of personal data or restriction of processing.
- The right to portability.
- The right to object.
- The right not to be subject to automated decision making, including profiling.

The Data Protection Principles

There are six Data Protection principles that must be adhered to. The following is a summary:

- Personal data must be processed fairly and lawfully and in a transparent manner in relation to the date subject.
- Personal data collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Personal data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
- Personal data shall be accurate and where necessary kept up-to date.
- Personal data shall be kept in a form which permits identification of data subjects for no longer than necessary.
- Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Signed: Paul Brown _____

Paul Brown, Managing Director

Date: 16.12.2024 _____

Review date: 16.12.2025 _____