

## **Fair, transparent and lawful processing**

We are committed to obtaining and processing your information fairly.

We will treat the information you have given to us in confidence.

We will not use or disclose the information except as provided for by law.

## **Data minimisation**

We will ensure that your information obtained and processed is adequate, relevant and not excessive.

We will ensure that the information sought and retained:

is the minimum amount needed for the specified purpose

is adequate, relevant and not excessive in relation to the purpose(s) for which it is kept.

## **Data accuracy**

We will ensure that your information will be kept accurate and up to date.

For example we will ensure that:

manual and computer procedures are adequate to ensure high levels of data accuracy  
any inaccurate information will be corrected where appropriate once you notify us of any required changes.

## **Purpose limitation**

We collect a wide range of data for the purposes of Minding Creative Minds' Core Business. We will only collect and process your information in a manner compatible with these purposes.

## Retention, storage limitation

We will retain your information no longer than is necessary for the specified purpose(s).

Where we no longer require records, they will be destroyed.

## Security and confidentiality

We will ensure that your data is kept safe and secure. High standards of physical and technical security are essential to protect the confidentiality of personal data. These include:

- ensuring that staff access rights extend only to that information necessary to carry out their appointed duties
- ensuring computer systems are password protected
- non-disclosure of personal security passwords to any other individual (including other Minding Creative Minds employees)
- keeping audit logs in relation to read access or changes on our systems
- keeping information on computer screens and paper files out of view from callers, visitors to our offices
- having appropriate facilities in place for disposal of confidential waste
- having adequate security measures and policies in place in relation to the use of laptops and other mobile storage devices
- ensuring that personal data is not stored on portable devices except in essential circumstances.
- ensuring that personal data is encrypted when:
  - ◆ being stored on portable devices
  - ◆ **or**
  - ◆ transferred electronically (including via email)
- keeping premises secure, especially when unoccupied
- ensuring data processors acting for Minding Creative Minds have appropriate data protection and confidentiality clauses in place.