



CARTER RAE COMMUNICATIONS LTD



DATA PROTECTION

INFORMATION
YOU SHOULD KNOW

DATA PROTECTION ACT AT CARTER RAE

Carter Rae, like thousands of other organisations, retains, processes and destroys all personal information about staff, clients and suppliers in accordance with the requirements of the Data Protection Act 1998.

This leaflet is designed to give you some information on the Data Protection Act and how it may affect you.

WHAT IS PERSONAL INFORMATION?

Personal information relates to all records that refer to an identifiable living individual.

Personal information may be stored in any format – electronically, structured paper files, card indexes, notes of meetings, telephone notes, etc.

RELEASE OF PERSONAL INFORMATION

The Data Protection Act 1998 is designed to protect individuals from harmful or unwanted misuse of personal information.

Information should only be released to a third party if:

- there is a legal requirement to do so
- the individual has given written permission for their personal information to be provided to named third parties
- it is required by a member of staff for use in the proper performance of his/her duties
- failure to disclose the personal information would endanger the individual or others or be against their best interests.

CONFIDENTIALITY

Confidentiality in relation to all personal information is key for all staff, clients and suppliers.

Any member of staff who is found to have inappropriately shared information with another individual without receiving the required permission may be subject to action through the appropriate disciplinary procedures.

It is therefore important to remember that:

- individuals should not be discussed by name or identifiable title in public places
- personal information should only be shared internally, as necessary, to support the ongoing business of the company
- personal material should be disposed of with care.

DATA SUBJECT ACCESS REQUESTS

In accordance with the Data Protection Act 1998 any individual has a right to request and receive details of all their personal information retained by the company. This is undertaken through a Data Subject Access Request.

Anyone wishing to submit a Data Subject Access Request should contact the Data Controller to obtain a Request Form. The completed form is then returned to the Data Controller with the appropriate fee.

Within 40 days of the receipt of the completed form, the Data Controller must provide a list of all the information held by the company concerning the individual and details of the format in which it is held (i.e. paper file, database, etc). Once this information is received, a copy of any of the items on the list may be requested. These copies are provided for personal information and may not be copied or shared without permission from the company.

If as a result of the Data Subject Access Request the individual believes that some of their personal information is inaccurate, they should notify the details in writing as soon as possible to the Data Controller in order that checks and any appropriate corrections may be made.

Further Information

If you have any questions in relation to the Data Protection Act and its requirements or about the use of your personal information by Carter Rae, please contact Carter Rae's Data Controller in the first instance.

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Compliance with the Data Protection Act 1998 throughout the United Kingdom is the responsibility of the Information Commissioner in London. Further information may also be obtained from the Information Commissioner's website:

www.dataprotection.gov.uk