



## DATA PROTECTION POLICY

BSA Marketing will fully comply with the Data Protection Act 1998 and Data Protection principles, which state that information must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with individuals rights
- Kept secure
- Not transferred without adequate protection

BSA Marketing recognise that the above principles relate to both paper and electronic systems of record keeping.

This information will not be disclosed to any other party, unless with specific permission of the person it relates to. Any person may request that their details are removed from our records at any time. Any person may request a copy of their information at any time.

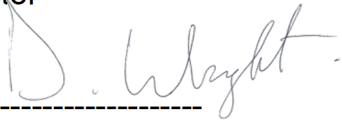
Data is held under secure and password protected access

Data may only be held by authorised staff approved by members who have signed this form.

We agree to abide to the principles and rules of this policy.

Signed  -----

Position: Director

Signed  -----

Position: Director

Date: 25 January 2018

**Marketing by experts - Marketing for experts**

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BSA Marketing is a trading name of Business Services Agency Ltd Co Reg No: 3169628