
DATA PROTECTION POLICY

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Accepted by:

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Change/Review Notes:

Date of Issue/Review	Issue:	Revision No:	Details of Revision
April 2015 September 2020A	1	0	First version
September 2020	1	1	Template rebrand and reg no, amended to 7 Principles of DP
March 2021	1	2	Change of Management Structure
April 2022			Reviewed – no changes

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DATA PROTECTION POLICY AND STATEMENT

ML Doctors needs to collect and use certain types of information about people with whom it deals to operate its business. These interested parties include current, past, and prospective employees, suppliers, customers, and others with whom it communicates. ML Doctors ensures that any personal information is dealt with properly however it is collected, recorded, and used – whether on paper, via a computer, or recorded on other material and adheres to the safeguards within the Data Protection Act 2018 to ensure the correct processing of data.

ML Doctors regard the lawful and correct treatment of personal information as very important to successful operations, and to maintaining confidence between the Company and its customers and other interested parties.

ML Doctors fully endorse and adhere to the 7 Principles of data protection, as enumerated in the Data Protection Act 2018.

Specifically, the Principles relating to personal information being:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

Therefore, ML Doctors will, through appropriate management, and strict application of criteria and controls:

- Observe fully the conditions regarding the fair collection and use of information.
- Meet its legal obligations to specify the purposes for which information is used
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Apply strict checks to determine the length of time information is held
- Ensure that the rights of people about whom information is held can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken: the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct rectify, block or erase information which is regarded as wrong information.)
- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards.

In addition, ML Doctors will ensure that:

- There is someone with specific responsibility for data protection in the organisation. (Currently the IT Director)
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
- Everyone managing and handling personal information is appropriately trained to do so
- Everyone managing and handling personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- Queries about handling personal information are promptly and courteously dealt with
- Methods of handling personal information are clearly described
- A regular review and audit is made of the way personal information is managed

- Methods of handling personal information are regularly assessed and evaluated

This Data Protection Policy and associated GDPR Policies shall:

- be available, and maintained as documented information
- be communicated, understood, and applied throughout the organisation
- be available to all relevant interested parties

Belinda Bishop

**Managing Director
ML Doctors Ltd**

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