

OCEAN SCIENCE CONSULTING LIMITED (OSC)

Data Protection Policy

OSC is committed fully to abiding by the Data Protection Act 2018 ('the Act'). To this effect, OSC will obtain, handle, process, store, and destroy personal information, as required under the Act.

OSC is committed to:

- Ensuring we comply with the seven data protection principles;
- Meeting our legal obligations as laid down by the Act;
- Processing personal data only in order to meet our operational needs or fulfil legal requirements;
- Ensuring all staff have read and understood this policy document;
- Providing adequate training for all staff responsible for personal data;
- Ensuring anyone handling personal data knows where to find further guidance;
- Ensuring all staff contact a Managing Director if in any doubt, and not to jeopardise individuals' rights or risk a contravention of the Act;
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly; and,
- Regularly reviewing data protection procedures and guidelines within the organisation.

Following data protection principles, OSC ensures information is:

1. Used fairly and lawfully;
2. Used for limited, specifically stated purposes;
3. Used in a way that is adequate, relevant, and not excessive;
4. Accurate and, where necessary, kept up to date;
5. Kept for no longer than is absolutely necessary;
6. handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage
7. Not transferred outside the UK without adequate protection.

OSC recognises and understands the consequences of failure to comply with the requirements of the Act.

Signed:



Dr Victoria Todd
Director



Ian Todd
Director

Date: 05/02/2021