

Data Protection Policy

The Data Protection Act controls how your personal information is used by organisations, businesses or the government.

Lillie Harrison Ltd follows the Data Protection Principles which ensure your personal information is:

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Accurate
- Kept for no longer than is absolutely necessary
- Handled according to people's data protection rights
- Kept safe and secure
- Not transferred outside the European Economic Area without adequate protection

Data in respect of the following is sensitive personal data and any information held on any of these matters WILL NOT be passed on to any third party without your written consent:

- Any offence committed or alleged to be committed by them
- Proceedings in relation to any offence and any sentence passed
- Physical or mental health or condition
- Racial or ethnic origins
- Sexual life
- Political opinions
- Religious beliefs or beliefs of a similar nature
- Whether someone is a member of a trade union

LH use an off site archiving company for storing any documents belonging to previous employees - these are to be kept for 7 years. There is a confidentiality agreement between bot LH and said company confirming the terms of which these are to be kept.

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