



Sentinel Group Security

Data Protection Policy

Sentinel Group Security Ltd.
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Sentinel Group Security is fully committed to compliance with the requirements of the Data Protection Act 1998.

It will therefore follow processes to ensure that all Directors, employees, contractors, clients, agents, or consultants of Sentinel Group Security who have access to any personal data held by or on behalf of Sentinel Group Security, are fully aware of and abide by their duties under the Data Protection Act 1998.

Sentinel Group Security fully adheres to the principles of Data Protection as set out in the Data Protection Act 1998 with those people within the workplace being: -

- Applicants
- Former Applicants
- Employees
- Agency/Subcontractors
- Temporary Staff

Employees as well as employers have responsibilities for data protection under the Act. Line Managers have responsibility for the type of personal information they collect and how they use it. No-one at any level should disclose personal information outside the Sentinel Group Security's procedures, or use personal information held on others for their own purposes. Anyone disclosing personal information without the authority of the Sentinel Group Security may commit a criminal offence, unless there is some other legal justification, for example under "whistle blowing" legislation.

In order to meet the requirements and comply with the eight principles Sentinel Group Security will make sure that personal information is: -

- **Fairly and lawfully processed**
- **Processed for limited purposes**
- **Adequate, relevant and not excessive**
- **Accurate and up to date**
- **Not kept for longer than is necessary**
- **Processed in line with your rights**
- **Secure**
- **Not transferred to other countries without adequate protection**

If an individual or Organisation working with Sentinel Group Security has any issue with regards to Data and or Data Protection regarding how the data is processed, stored or disposed of by Sentinel Group Security, they should in the first instance contact the Sentinel Group Security Data Controller;

Sentinel Group Security
Data Controller,
Sentinel House,
36 Oakwood Hill Industrial Estate,
Loughton,
Essex,
IG10 3TZ.

Failing this, they can contact the Information Commissioner's Office for help and guidance.

This policy will be reviewed annually and when there are amendments to regulations, law and/or the needs of the business.

Approved by	Chief Executive Officer	Version	1
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