



Data Protection Statement

Aim High work in accordance with the Data Protection Act 1998. Schedule 1 to the Data Protection Act lists the data protection principles in the following terms:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
2.
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
3. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
4. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
5. Personal data shall be accurate and, where necessary, kept up to date.
6. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
7. Personal data shall be processed in accordance with the rights of data subjects under this Act.
8. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
9. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

How long do these duties remain in place for Aim High?

Our duties under the Act apply throughout the period when Aim High are processing personal data – as do the rights of individuals in respect of that personal data. So Aim High must comply with the Act from the moment they

obtain the data, until the time when the data has been returned, deleted or destroyed.

Aim High's duties extend to the way they dispose of personal data when they no longer need to keep it – they must dispose of the data securely and in a way which does not prejudice the interests of the individuals concerned.

Aim High will keep their data as electronic email files that are not saved to a hard drive or other storage device. Once a commissioned report is produced these email files will be deleted and the data becomes the sole responsibility of the commissioning body.

Please note:

Changes in an organisation's circumstances do not reduce an individual's rights under the Act. Even if an organisation goes out of business, individuals are still entitled to expect that their personal data will be processed in accordance with the data protection principles. However, responsibility for ensuring this happens may shift, depending on the circumstances.

Aim High 2013