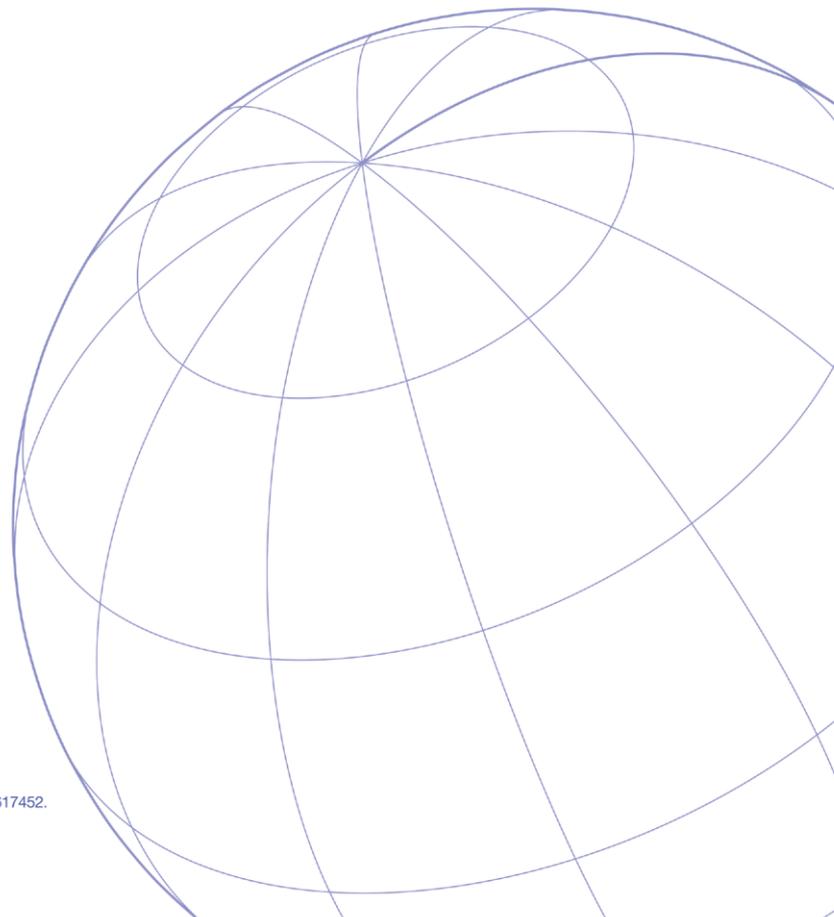


Data Protection Policy

FOR

JOINT INSPECTION GROUP LTD (JIG)



JIG DATA PROTECTION POLICY

We take data protection very seriously so it is important that to familiarise yourself with the policy and observe its requirements. Data protection is a responsibility shared by all employees and Contractors within the JIG organisation.

In this policy when we use the term “**data**” we mean information about you from which you can be identified

The Data Protection Act 1998 (the “Act”) governs the way that we collect, store, use and dispose of personal data. It is therefore vital that we take all necessary steps to ensure that personal data held by us and about our employees, customers, suppliers and all other individuals which we may hold is processed fairly and lawfully in accordance with the Act.

We aim to comply with the eight data protection principles contained in the Act and promote good practice in relation to processing personal data.

1 PRINCIPLES

The eight data protection principles are:

- i Data shall be processed fairly and lawfully.
- ii 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.
- iii Data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- iv Data shall be accurate and, where necessary, kept up to date.
- v Data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- vi Data shall be processed in accordance with the rights of data subject under the Act.
- vii Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal and sensitive personal data and against accidental loss or destruction or damage to personal and sensitive and personal data.
- viii 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 and sensitive personal data.

2 PROCESSING YOUR PERSONAL DATA

We need to process your data for legal, administrative and JIG management purposes related to our business. You will be informed where data needs to be processed for any additional purposes and the purpose or purposes for which the data is intended to be processed.

3 SECURITY OF DATA

We expect all our employees to be aware of the basic principles as set out above. In particular employees should observe the following rules:

- All data held by us must be treated as strictly confidential and not kept for longer than is necessary.
- Data should not be disclosed to anyone outside our organisation unless the Organisation concerned has consented to such disclosure or law requires this. **If you receive a request for data from outside the Company you must not release any such information without the consent of the JIG General Manager.**
- Data must be kept secure at all times. It must not be left unattended unless it has been placed in a secure location. Relevant employees will be advised of the physical security of arrangements to be adopted appropriate to the level of confidentiality of the data concerned.
- Data must not be copied (whether on computer photocopies, computer print outs or otherwise) without authorisation from the JIG Technical manager or General manager.
- It is the responsibility of all employees to report **all** security breaches, or suspected security breaches, relating to unauthorised access to, or disclosure of personal data, to their line manager without delay.