



# Data Protection Policy Statement

The Flag Consultancy Limited's data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. We are committed to ensuring that we comply with the data protection principles, as listed below:

- Meeting our legal obligations as laid down by the Data Protection Act 1998.
- Ensuring that data is collected and used fairly and lawfully.
- Processing personal data only to meet our operational needs or any legal requirement.
- Taking steps to ensure that personal data is up to date and accurate.
- Establishing appropriate retention periods for personal data.
- Providing adequate security measures to protect personal data.
- Ensuring that all staff are made aware of good practice in data protection.
- Providing adequate training for all staff responsible for personal data.
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly.
- Regularly reviewing data protection procedures and guidelines within the organisation.

## Data protection principles

- Personal confidential and sensitive data shall be processed fairly and lawfully.
- Personal confidential and sensitive data may be collected for various purposes and shall not be further processed in any way outside that of the purpose of collection.
- Personal confidential and sensitive data shall be adequate, relevant and but not excessive.
- Personal confidential and sensitive data shall be accurate and, where necessary, kept up to date.
- Personal confidential and sensitive data processed for any purpose shall not be kept for longer than is necessary for that purpose. In the case where online payments are made, we do not hold any payment details, these are made via a secure 3rd party with full PCI compliance. Where financial information is provided by phone or other means this is information in securely destroyed after a single use and payment records are not kept or maintained by The Flag Consultancy Limited.
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
- Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal confidential and sensitive data.



Unit 8 Clearways Business Estate, London Road, West Kingsdown, Kent TN15 6ES email: [info@flagconsultancy.co.uk](mailto:info@flagconsultancy.co.uk)  
[www.flagconsultancy.co.uk](http://www.flagconsultancy.co.uk)



# Data Protection Policy Statement

*Continued*

The data we collect helps us personalise and continually improve our products and service. We only use the information to design and manufacture relevant products, handle orders, deliver products and services, process payments, communicate with an individual about enquiries, orders, products, services and promotional offers, the general maintenance and administration of a personal or trade account.

Information may be used to prevent or detect fraud or abuses of our website and enable third parties to carry out technical, logistical or other functions on our behalf.

Information about our customers is an important part of our business and we do not sell this to others. Information will only be shared with 3rd Parties with the explicit purpose of carrying out work on behalf of that individual or organisation, and this only relate to the specific task in question.

We work to protect the security of your online data by using Secure Sockets Layer (SSL) software, which encrypts information you input. We maintain physical, electronic and procedural safeguards about the collection, storage and disclosure of personally identifiable customer information.

This policy will be monitored and review and where appropriate updated and altered in accordance with current legislation.

Nick Farley  
DIRECTOR



Unit 8 Clearways Business Estate, London Road, West Kingsdown, Kent TN15 6ES

email: [info@flagconsultancy.co.uk](mailto:info@flagconsultancy.co.uk)

[www.flagconsultancy.co.uk](http://www.flagconsultancy.co.uk)