

Disposal of Personal Data

COMPLYING WITH THE DATA PROTECTION ACT

The Data Protection Act says:

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

This is the fifth data protection principle. In practice, it means that you will need to:

- review the length of time you keep personal data;
- consider the purpose or purposes you hold the information for in deciding whether (and for how long) to retain it;
- securely delete information that is no longer needed for this purpose or these purposes; and update, archive or securely delete information if it goes out of date.

Your Responsibility

As part of our Anti Money Laundering policy it is our staff's responsibility to ensure that all photographed or photocopied passport/driving licence records are disposed of in a secure manner and/or stored in secure lockable filing cabinets.

Once your Enhanced AML Check is returned please ensure that you:

- Delete all photographs or scan copies from all devices and media including but not limited to;
 - mobile phones
 - tablets
 - laptop computers
 - desktop computers
 - flash drives/USB sticks or other storage media
- Regularly empty your 'Trash' or 'Recycling Bin' on your laptop and or desktops
- You may wish to consider purchasing "Secure Deletion" software
- Destroy any paper copies of Driving Licenses and Passports