

## **DATA PROTECTION POLICY**

KPM is required to comply in a number of ways with the Data Protection Act 1998 (DPA 1998). The first of these is registration under the DPA 1998.

KPM is registered with the Information Commissioner for all necessary activities under the Act.

There is a process of continual review to determine whether any changes in KPM's registration are required as a result of changes in the nature of the business.

The details of KPM as registered are kept up to date.

The second aspect of compliance is the observance of the principles that underlie the DPA 1998, namely that all data covered by the Act (which includes not only computer data but also personal data held within a filing system) is:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept longer than necessary;
- Processed in accordance with the data subject's rights;
- secure;
- Not transferred to countries without adequate protection.

All partners and staff are aware of their obligations under data protection law and are provided with any update as to how they are required to support the practice in ensuring compliance.