



## THE WREN PRESS

### The Wren Press (TM) Limited **Data Protection Policy 2018**

#### **CLIENT DATA PROTECTION**

In order ensure the completion of business contracts and to thereby maintain and promote excellence in working practice, client information will be collated and securely stored. In order for this to be achieved, clients will be made aware of our Data Protection Policy at the start of the contract. It is our aim to strictly adhere to the Data Protection Act 1998.

1. Consent to collect client data will be lawfully and informatively collected at the start of each new client contract.
2. The consent of each new client will be sought for The Wren Press to use the client's name in any future marketing, in which past and present clients are named. This permission will be obtained in writing.
3. The data collected from the client will restricted to that which services the needs of the contract, for the duration of the contract.
4. We recognise that research documents, such as published statistics, are in the public domain and are therefore not subject to the Act and are, thus, not required to be held in a secure manner.
5. Completed project / contract data will be kept as archive material. Thus, all data will be accurate to the time that the contract was live. The Wren Press seeks to obtain accurate and clear data for the duration of the live contract.
6. All documents and research material that contain client data obtained for contract work for that client will be open to the client's inspection, at their request.
7. This client data will be accessed only by those members of staff that are working on the contract / project at the appropriate time.
8. At all times and in all places the named personnel will retain the confidentiality of those records.
9. Client data will never be disclosed to potential clients unless specific permission has been formally given in writing.