



ARK Assessment LTD: Data Protection Policy

1. Introduction and background

ARK Assessment LTD is committed to the protection of all data it is storing, processing and on occasion disclosing – for all employees, students and any other data subjects. Within this policy, it is the fundamental rights and freedoms of individuals – especially their right to privacy and the processing of personal data that we aim to safeguard. When handling such information, ARK assessment employees and anyone else, will always comply with the content of this policy in full.

2. Scope

To ensure compliance with GDPR and the Data Protection Act 1998, all employees must:

- observe the spirit and the letter of the 1998 Act and not seek to exploit ambiguous wordings or "grey areas" to avoid its responsibilities.
- co-operate fully with the Information Commissioners Office.
- seek to obtain comprehensive "explicit or informed consent" from Data Subjects regarding the keeping of records, the processing of data and the disclosure of data to third parties

In addition, ARK Assessment LTD will:

- initiate and maintain an on-going programme of staff development
- periodically review its policies and practices to ensure continuing compliance with the Act.

In order to minimise its liability in law, ARK Assessment LTD will:

- ensure that all new data systems and new forms of processing data will be implemented in accordance with the 1998 Act.
- regard all members of staff of **ARK Assessment LTD** as having an obligation to divulge the existence and contents of databases or other soft or hard copy filing systems that contain personal data, to the Data Protection Officer.
- implement and maintain appropriate practical and technical measures to ensure the security of all personal data