



GENERAL STATEMENT OF DATA PROTECTION POLICY

Prepared by: *Ross Temple*

Kensho Extended School Services LLP is committed to safeguarding the personal data of all customers, partners and employees at all times. Where personal data is recorded electronically or held in paper copy it will be:

- Fairly and lawfully processed
- Processed for specific purposes
- Adequate, relevant and not excessive
- Accurate, and where necessary, kept up to date
- Not kept for longer than is necessary
- Processed in line with the rights of the individual
- Kept secure
- Not transferred outside Kensho Karate Club.

Every reasonable effort will be made to ensure that data handling and storage complies with the principles of the data protection act set out above. Complaints about any aspect of data handling and storage will always be taken seriously and dealt with swiftly.

Signed

R Temple

Date 20/5/18

Scheduled review date
1/1/19
