



Data Protection Principles

The Data Protection Act controls how your personal information is used by organisations, businesses or the government.

Everyone at Eden Gate Newport responsible for using data has to follow strict rules called 'Data Protection Principles'.

You can therefore be sure that any information held by Eden Gate is:

- **Accurate**
- **Used fairly and lawfully**
- **Used for limited, specifically stated purposes**
- **Used in a way that is adequate, relevant and not excessive**
- **Kept for no longer than is absolutely necessary**
- **Handled according to your data protection rights**
- **Kept safe and secure**
- **Not transferred outside the European Economic area without adequate protection**

If you have any concerns with regard to your personal data, you are welcome to speak to Marc Hepton, Operations Manager.

Principles of Data Protection 26/4/16

Inviting people in, helping people out

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