

Data Protection Policy

PAVS' policy and procedural documents have been developed to meet the specific needs of the Association and are periodically reviewed in line with any changes in the law or statutory provision. They are provided as an example for information purposes only.

Other Information Sheets in this series:

PS2– Absence Policy

PS3– Maternity, Adoption and Parental Leave Policy





DATA PROTECTION POLICY

- PAVS is fully registered with the Data Protection Registrar in compliance with the Data Protection Acts 1984 and 1998.
- We undertake to hold all records in the required manner as laid down by the above acts.
- We will not pass information to any person or organisation for use in marketing mailshots or canvassing exercises, or for any purpose that is not made clear at any time.
- Any forms of documents distributed by PAVS, which require input of personal information by clients or enquiries, clearly show our status regarding Data Protection and their option to withhold information should they so wish.
- Staff have all been briefed as to their responsibilities regarding the holding and movement of personal information within and without the Association.
- Detailed information regarding PAVS' registration and full copies of the Data Protection Acts and their application are readily available for staff and clients to view in the main PAVS office.