

Data Protection Policy Statement

At Hive Projects, we recognise that the lawful and correct treatment of personal information is fundamental to our business and to maintaining the confidence of our employees, clients, suppliers, and all individuals we engage with. We are fully committed to protecting the privacy and rights of individuals in accordance with the Data Protection Act 1998.

We are committed to treating all personal information lawfully and correctly. To achieve this, we fully endorse and adhere to the eight principles of data protection as outlined in the Data Protection Act 1998:

- Fair and Lawful Processing: We will process personal information fairly and lawfully.
- Specified Purpose: We will obtain and process information only for one or more specified and lawful purposes.
- Adequacy and Relevance: The information we process will be adequate, relevant, and not excessive for the purposes for which it is processed.
- Accuracy: We will ensure that personal information is accurate and, where necessary, kept up to date.
- Retention: We will not keep personal information for longer than is necessary for the specified purpose(s).
- Data Subject Rights: We will process personal information in accordance with the rights of data subjects under the Act.
- Security: We will take appropriate technical and organisational measures to prevent unauthorised or unlawful processing, or accidental loss, destruction, or damage to personal data.
- International Transfers: We will not transfer personal information to countries outside the European Economic Area (EEA) unless that country ensures an adequate level of protection.

Implementation and Responsibilities

Through appropriate management and strict application of criteria and controls, Hive Projects will:

- Ensure the fair collection and use of information.
- Specify the purposes for which information is used.
- Collect and process only the information needed to fulfill our operational or legal requirements.
- Ensure the quality of the information we use.
- Hold information for no longer than necessary.
- Safeguard personal information through appropriate security measures.
- Appoint an Information Protection Officer to oversee data protection within the company.

The Information Protection Officer is Paul Roberts, a Director at Hive Projects.

This policy is subject to regular review to reflect changes in legislation or company policy. All staff and employees are expected to apply this policy and seek advice when required.