



## **DATA PROTECTION PRIVACY POLICY – P-0012**

Doxbond(Cambridge) is committed to protecting your privacy. We place a great importance on the security of all information and we have security measures in place to protect against loss, misuse or any other damage as far as is feasible.

We process personal data as part of our services; part of our administrative procedures and, as a data processor, on behalf of our clients. All personal data and/or sensitive personal data (as defined in the Data Protection Act 1998) are processed in accordance with the legislation.

Part of our compliance is the registration of the purposes for which we process data with the Information Commissioner's Office (ICO) – the "Notification". This Notification is available on the Public Register of Data Controllers at [www.ico.gov.uk](http://www.ico.gov.uk)

We may share data with third parties as part of our contracted services, our administrative procedures and/or if we are required to do so by UK law. These third parties may include – but are not restricted to – sub contractors. We cannot accept any liability for any processing by a third party outside our remit.

As part of the administration of our website, we utilise Google Analytics and its associate use of cookies. We do not utilise any other cookies nor similar technologies as defined in the Privacy and Electronic Communications Regulations 2003.

None of the above affects your rights to request access to any of your personal data we may hold. Should you wish to make such a request under the legislation, please do so in writing – email is acceptable. Please note that we may charge a £10 administration fee for requests which is payable in advance and non-refundable.