

Data Protection Policy

This document explains your rights, as a customer of Signature, under the Data Protection Act 1998.

It explains why we require your personal data, and what you can expect from us in terms of our Data Protection responsibilities.

Signature Data Protection Statement

Signature is fully committed to compliance with the Data Protection Act 1998. The following principles will apply when we handle your personal information:

Overall principles

- Your personal information is only processed with your knowledge.
- Only information that we actually need is collected and processed.
- Your personal information is only seen by those who need it to do their jobs.
- Personal information is retained only for as long as it is required.
- Decisions affecting you are made on the basis of reliable and up to date information.
- Your information is protected from unauthorised or accidental disclosure.
- We will provide you with a copy of your personal information on request.
- Inaccurate or misleading data will be corrected as soon as possible.
- Procedures are in place for dealing promptly with any disputes.
- Centres are required to provide Signature and the regulatory authorities with any candidate details upon request.
- These principles apply whether we hold information on paper or in electronic form.