



Family Solutions (UK) Ltd

In association with Freelance Social Work Services Ltd

DATA PROTECTION & CONFIDENTIALITY STATEMENT

Family Solutions (UK) Limited views the rights and protection of its customers' and employees' with the utmost importance. Data protection and confidentiality is paramount in the day-to-day activities of the business.

Family Solutions (UK) adheres to the legislation in place to protect individual's data by practising the following principles for handling and storing data.

Information must be:

- Fairly and lawfully processed
- Obtained and processed for specified and lawful purposes
- Adequate, relevant and not excessive
- Accurate and where necessary kept up to date
- Kept for no longer than is necessary
- Processed in line with the rights of the individual
- Kept secure
- Not transferred to countries outside the European Economic Area unless the information is adequately protected

Data will not be divulged to persons without confirming their position and authority to receive the information. Where necessary permission from the individual concerned will be obtained.

Where Family Solutions (UK) has a legal obligation to transfer information, the Company will work within the Data Protection Policy and any current legislation with the individual's rights treated as paramount.

David Lawrence
Director