

Data Protection Policy

Each Parenta company is registered with the Information Commissioner's Office to handle information relevant to its target audience.

Our registration numbers are:

Parenta Ltd	Z6170413
Parenta Financial Services Ltd	Z8549592
Parenta Group Ltd	Z1476954
Parenta Training Ltd	Z1660258

The registration process places strict limitations on how we can collate, store and distribute the information we hold on our clients, and on our client's clients.

The key tenant of Data Protection is that data should not be distributed in any form unless there is a clearly justifiable reason and it is documented.

All employees are therefore asked to strictly abide by the provisions of the Data Protection Act 1998 ("DPA"). In particular, personal data held or obtained by the Company will be:

- a. Processed fairly and lawfully.
- b. Obtained only for specific or lawful purposes in connection with the Company's business.
- c. Adequate, relevant and not excessive in relation to the purpose for which the processing is required.
- d. Accurate, and where appropriate, kept up-to-date.
- e. Not kept longer than is necessary.
- f. Processed in accordance with the rights of the individuals to whom the data refers.
- g. Protected by appropriate technical and organisational measures against unauthorised or unlawful processing, accidental loss or damage.
- h. Not transferred to a country outside the European Economic Area.

In practical terms, employees are forbidden to transmit any customer data outside of our office addresses, unless within one of our current systems, e.g. Abacus, Sugar, Sage. For the avoidance of doubt, **no data lists, including lists of customers, may be provided to any third party whatsoever.**