

Telopea MSL Data Protection Policy

Telopea Managed Services Limited are fully committed to compliance with the requirements of the Data Protection Act 1998 which came into force on 1 March 2000.

Telopea Managed Services will therefore follow procedures which aim to ensure that all employees, elected members, contractors, agents, consultants and partners of the company who have access to any personal data held by or on behalf of Telopea Managed Services, are fully aware of and abide by their duties under the Data Protection Act 1998.

Statement of Policy

In order to operate efficiently, Telopea Managed Services has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition it may be required by law to collect and use information in order to comply with legislative requirements .

This personal information will be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, Telopea Managed Services have put in place safeguards in compliance and within the Data Protection Act to ensure this.

Telopea Managed Services regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the company and those with whom it carries out business. The company will ensure that it treats personal information lawfully and correctly.

To this end Telopea Managed Services fully endorses and adheres to the principles of Data Protection as set out in the Data Protection Act 1998.