

### ***Our Data Promise***

#### ***At Spectrum Family Law we promise that we will:***

1. value the personal information entrusted to us and make sure we respect that trust;
2. go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards
3. consider and address the privacy risks first when we are planning to use or hold personal information in new ways such as when introducing new systems;
4. be open with individuals about how we use their information and who we give it to;
5. Update data held by us as when individuals inform us of changes to their personal data.
6. keep personal information to the minimum necessary and delete it when we no longer need it;
7. have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
8. provide training to our staff who handle your personal information and treat it as a disciplinary matter if they misuse or do not look after personal information properly;
9. put appropriate resources into looking after personal information to make sure we can live up to our promises;
10. regularly check that we are living up to our promises and report on how we are doing;
11. Concerns about the handling of your data can be raised with our Data Protection Officer (“DPO”), Margaret Porter, in the first instance or to the ICO (Information Commissioner’s Office). [www.ico.org.uk](http://www.ico.org.uk).

We shall be grateful if you will kindly confirm to us how you would prefer us to communicate with you. This may be by way of email, post or telephone or a combination of those methods. Please return a copy of this Data Promise duly completed below to confirm your preferences.

Post  Email  Telephone   
*Please tick all that apply*

Name: