

## **Data protection**

### A service of quality

Progression place paramount importance on customer service and aim to meet your expectations on every occasion. To achieve this we need to keep records of past projects and company account details, both for future use and reference. If you would prefer us not to please write to inform us of your intentions. We have a legal obligation under the Data Protection Act to ensure all information held and processed complies with the principles of the Act. The Act requires all information to be treated in the strictest confidence and to only be used for purposes of which you are aware.

### Confidentiality

We treat all your information (personal or professional) as private and confidential (even when no longer a customer). Nothing about your account, past works, names or addresses will be disclosed to anyone other than in the following exceptional circumstances permitted by law. These are:

- Where we are legally compelled to do so;
- Where there is a duty to the public to disclose;
- Where disclosure is required to protect our interest; (this will not be used as a reason for disclosing information about you or your accounts, including your name and address, to anyone else for marketing purposes.)
- Where disclosure is made at your request or with your consent. (Consent does not need to be in writing but can be via telephone.)

### Protection - the details we hold

Under the Data Protection Act you have the right to obtain a copy of the information we hold about you, upon payment of the appropriate fee.