



Cavendishstaffing

Data Protection Policy

Cavendish Staffing is committed to upholding the 8 Data Protection principles in protecting the privacy of our staff and clients, in accordance with the Data Protection Act 1998 and the guidance published by the Information Commissioner.

We will only collect personal information about staff that is necessary for the purpose of recruitment. Client information is obtained for the purpose of ensuring appropriate placement of staff and client and staff safety.

We ensure only designated people have access to personal data and they will maintain and update the data as necessary and dispose of it safely if no longer required. People with access to personal data must ensure they follow the Data Protection Principles at all times.

As a note, service users who are also patients that Cavendish Staffing care for are entitled to have access to the information that is kept in their personal file if they wish.

Cavendish Staffing is registered with the Information Commissioner, our registration number is: PZ1788311