

1 *Raoul Humphreys*

on behalf of

THE CORNWALL COLLEGE GROUP

promise that we will:

- Promise*
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. make it easy for individuals to access and correct their personal information;
 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 staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly;
 9. put appropriate financial and human resources into looking after personal information to make sure we can live up to our promises; and
 10. regularly check that we are living up to our promises and report on how we are doing.

Signed
Signed:

[Handwritten signature]
4 May 2018
[Handwritten flourish]

Date: