

# Data Protection Statement



## Our Promise

We will comply with the requirements of the Data Protection Act 1998 and endeavour to exceed the requirements at all times by the operation of fair and transparent processes which are quality controlled and externally audited. The security of personal information, for our own staff, clients and screening and recruitment candidates is of paramount importance. We never release the information to third parties without express permission to do so and will never ask for any more information than is necessary to carry out our duties. We have signed up to the Information Commissioners Office “**Personal Information Promise**” as a further indication of our commitment. For further information see Agenda Data Protection Promise Statement and if you would like a copy of our ISO27001 Data Protection and Communications Policy please use the contact us section.

Agenda has always taken information security seriously, with Secured by Design facilities, fully screened staff trained in the handling of personal information and our externally audited ISO27001 Information Security Management Standard certification demonstrating this. But we go further, for example we believe strongly that you should only ask for the information specifically required to conduct the pre-employment screening from individuals and that their information should be secure. We will never and have never provided this information to any third parties. We are also committed to the continual development of our IT systems and processes as the threats change. Information security features strongly in all of our project plans for example our new servers and the software systems for our next generation Information Security Investigation System (ISIS) development.

Alongside this as requirements, regulations and processes change we will ensure that our staff are fully trained under our commitment to Investors in People and our teams continued professional development. Quality management also has a key role to play; we use ISO9001 as the platform on which we build improvements into our processes, training and technology. We have all seen lapses in data security, people mis-using databases and the loss of sensitive information. Agenda continually reviews its levels of compliance and commitment to providing the highest levels of information security, often exceeding the requirements of the Data Protection Act. We understand our responsibilities and take them seriously and have consulted directly with the Information Commissioners Office (ICO) on issues such as open source searches and databases, we take all of the necessary steps to have a fair and transparent screening process – indeed, we have also been audited by many of our blue chip clients, each time demonstrating our high levels of compliance and we welcome audits by any of our clients.

To further demonstrate our commitment we have signed up to the Information Commissioners Office **Personal Information Promise**, we are listed on the Personal Information Promise webpage and proudly display the certificate at our head offices. Lastly, under our commitment our externally audited ISO27001 Information Security Management Security certification we are required to have regularly reviewed policies and procedures, if you would like a copy of our Data Protection and Communications Policy please use the contact us section on the security web site [www.agenda-security.co.uk](http://www.agenda-security.co.uk).

## Agenda Security Services

P.O. Box 24, Hull, HU12 8YJ T: 08456 44 55 46 Int: +44 (0) 1964 671207  
F: 08456 44 55 47 E: [info@agenda-security.co.uk](mailto:info@agenda-security.co.uk) W: [www.agenda-security.co.uk](http://www.agenda-security.co.uk)