

Re: Data Protection

I am pleased to confirm that Document Despatch Ltd is registered with the Information Commissioner for Data Protection under registration number Z728740X. We are registered as data controllers both for the company's own use and as bureau acting on behalf of others.

In addition to the data protection registration, our ISO 27001 accreditation provides you with complete peace of mind for the integrity of your data. The ISO 27001 standard is designed to identify Information Assets and ensure that appropriate security measures and controls are in place to protect them. We are externally audited annually by URS to insure that we are meeting all requirements of the standard.

All customer-owned or supplied data is held specifically for that customer's use only. Any data under our control would only be divulged to a third party with the express written permission of the owner. No data will be used for a purpose other than that which the supplier or owner has requested.

Staff contracts of employment with the company include confidentiality clauses relating to company and customer information. A breach of these conditions could be treated as gross misconduct leading to summary dismissal.

Document Despatch Limited values its reputation as a trusted supplier and therefore has a vested interest in ensuring the security and integrity of all customer information.

Please contact me if you require any further information

Yours sincerely



Leigh Foster
Managing Director

