

## **Data Protection Policy**

Calibre Audio Library collects and processes certain types of personal information as a necessary part of carrying out its responsibilities and administering its operations. Such information is subject to the Data Protection Act 1998.

Calibre collects, handles and uses personal information in accordance with the eight Principles of data protection set out in the Act. It maintains technical and other security arrangements to safeguard personal information and its website contains a statement on how it deals with such information collected through the site.

Such personal information is subject to certain rights of access by the individuals to whom it relates which entitle them to:

- know what the information is
- be informed for what purposes the information is being processed and to whom it may have been disclosed
- the opportunity for incorrect information to be amended or erased.

Any such requests in respect of personal information held by Calibre should be addressed, in writing, to:

The Company Secretary  
Calibre Audio Library  
Aylesbury  
HP22 5XQ

and should include details of the context in which you believe the Calibre is holding the information you seek. This will help us identify it and respond to requests as quickly as possible.

The Data Protection Act includes exemptions from the right of access. Calibre will take these into account in considering requests and this may result in withholding all or part of the information requested.

Calibre may charge for meeting access requests.