



#### 4. How we will protect your personal data

We will take all necessary steps to protect your personal data and will ensure that it is only processed in a way that is consistent with our privacy notice. We will implement appropriate organisational and technical security measures to protect your personal data against unauthorised access, disclosure or processing.

We use a secure server to store the personal data you give us and in addition to this, access to personal data held in the Accommodation allocation system is controlled by the use of usernames and passwords. tewm14849 134c

## 9. Who to contact