
DATA PROTECTION POLICY

VERSION – 1.0
Modified – 23/05/2018

Policy Statement

Stormsaver Ltd needs to gather and use certain information about individuals.

These can include customers, suppliers, business contacts, employees and other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the company's data protection standards — and to comply with the law.

This data protection policy ensures Stormsaver Ltd:

- Complies with data protection law and follows good practice
- Protects the rights of staff, customers and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

Types of Data

All data collected and/or stored by Stormsaver Ltd is done so for the sole purposes of Stormsaver Ltd business and an individual's relationship with Stormsaver Ltd.

Data is collected through contact made with our office based on Hockerton Moor Enterprise Park, by email, telephone or post, contact made with an employee undertaking a site visit, through our website enquiry route or by communicating at a trade show.

Data will include, but is not limited to, employee and partner details relevant to their contract or job role, customer and supplier details for quotes, orders, financial transactions, deliveries or site visits and technical data of visits made to our website.

Supplier and customer data is processed under the basis of fulfilling a contract eg. to provide a purchase or sale to point of completion.

Sensitive data is kept only following specific written consent being gained from the individual.

Stormsaver Ltd may contact customers when it is believed there is a legitimate reason to do so. e.g. to enquire about, the progress of projects.

Individual's personal data will not be shared with a third party without prior written consent.

All data breaches will be documented. If it is believed there may be a risk to people's rights and freedoms the ICO will be notified within 72 hours from the breach becoming known.

Responsibilities

The Company Directors have overall responsibility for ensuring the organisation complies with its legal obligations.

The Data Protection Officer (DPO) is responsible for;

- Briefing the Directors on Data Protection responsibilities
- Reviewing Data Protection and related policies
- Advising other staff on tricky Data Protection issues
- Ensuring that Data Protection induction and training takes place
- Notification to the ICO
- Handling subject access requests
- Approving unusual or controversial disclosures of personal data
- Approving contracts with Data Processors

Employees and subcontractors working with Stormsaver Ltd are responsible for reading, understanding and accepting any policies and procedures that relate to the personal data they may handle during their work. Training for awareness and procedures is provided and documented for all relevant.

All employees who have access to any kind of personal data will have their responsibilities outlined during their induction procedures or at relevant times of role changes.

Storage and Security

Stormsaver Ltd has a local server which is encrypted and backed up locally. Stormsaver Ltd uses Sage 50 Accounts and Project-SalesAchiever to hold and process its data and every computer, static or portable, has company specified antimalware software installed and monitored by a trusted external IT provider.

Stormsaver Ltd resides within purpose-built offices under their sole use. Key holders are recorded and an automatic gate restricts access to the full site outside of business hours.

All laptops or smartphones containing business information are password protected. There is a Home/Mobile Working Policy to cover those using data outside of the office premises.

Data is retained as required under legislation, e.g. accounting records, in a dedicated secure room on site.

Only those employees or partners with a business need to access data will be permitted to do so by way of electronic access rights.

Rights of Access

Right of access requests must be made in writing. There is a responsibility on all employees to pass on anything which might be a subject access request to the identified DPO without delay.

Where the DPO does not know the individual making the Access Request personally there is a requirement for checking their identity before handing over any information.

Information will be charged free of charge unless a request is manifestly unfounded or excessive, particularly if it is repetitive, in which case the fee will be based on the administrative cost of providing the information.

Lawful Basis

Data will only be processed under a Lawful Basis as required by the GDPR 2018.

All contacts will be given a clear option of how to opt out of any communication they receive.

Stormsaver Ltd acknowledges that, once given, consent can be withdrawn, but not retrospectively. There may be occasions where the organisation has no choice but to retain data for a certain length of time, even though consent for using it has been withdrawn.

Declaration

This is the Data Protection Policy of Stormsaver Ltd and as such is signed on behalf of all the Directors

Signed:



Dated: 23 May 2018

Position: Director