



Octaga Security Services Ltd. Data Protection Policy

General Data Protection Regulation (GDPR) May 2018

Key risks

- Information becoming available to unauthorised individuals as a result of inadequate security measures or inappropriate disclosure of information.
- Individuals being evaluated negatively by relevant bodies, governments or organisations as a direct result of the data stored by Octaga Security Services being inaccurate or insufficient.

Purpose

It is our company policy to ensure our compliance with the GDPR which is in force as of May 2018 and replaces the Data Protection Act 1998. The purpose of this policy is to document our commitment to ensuring compliance throughout our business activities by following good practice, protecting the organisation and all relevant parties whose data we hold for the purpose of conducting business.

Commitments

Octaga Security Services Ltd takes the protection of data seriously and provides training and support for employees that handle any type of personal data. We undertake to ensure our employees respect individuals' rights and perform their tasks with strict adherence to our company ethics and local laws, whilst ensuring our compliance with the new GDPR of May 2018.

- Data held by Octaga Security Services for individuals will not be issued to any third parties other than for legal obligations or for screening and employment purposes
- We will never sell your data or share with unauthorised parties.
- Any vendor or third party that may have access to any sensitive data are in agreement with our policy and have signed declarations obliging them to comply with this policy.

Octaga Security Services Ltd ensures that data stored on the company server can only be accessed by select internal employees on a need-to-know basis. Our company recognises the importance of appropriate practices in regards to correct storage, archiving and / or destroying of data. To that end, we commit to reviewing the retention periods for data in accordance with latest laws. Presently Octaga Security Services will hold a previous employee's data for 3 years after their employment contract with us ends; as stipulated by the UK Government.

Responsibilities

Trustee: Tracey Allison, Director.

Their responsibilities include:

- Briefing the board on Data Protection and GDPR responsibilities.
- Reviewing Data Protection and related policies frequently.
- Advising other staff on relevant Data Protection issues.
- Ensuring that Data Protection induction and ongoing training takes place.
- Ensuring that the Information Commissioner form is completed annually and the required fee of £35 a year is paid.
- Handling subject access requests.
- Approving unusual or controversial disclosures of personal data if such extreme action is required in order for the Company to be working in an ethical, lawful manner.
- Approving contracts with Data Processors to ensure that they include a declaration that safeguards our client and employees personal data.

Fair processing conditions

Octaga Security Services Ltd recognises that the Information Commissioner's Office (ICO) and new GDPR require that we process and store data in line with Article 5. The main stipulations of this are that the data we hold is:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary. (Any data that are not correct and true will be updated and / or erased from records both physical and electronic)
- Kept in a form which permits identification of data subjects for no longer than is necessary.
- Processed in a manner that ensures appropriate security of personal data.

Subject Access Requests (SAR)

Data subjects have the right to request information as to the data that the company holds on them. To make a subject access request individuals can contact head office on directly on **01432 346990** and request an SAR form.



David Allison

Managing Director



Tracey Allison

Director

19th April 2018