



Octaga Security Services Ltd. Data Protection Policy

UK General Data Protection Regulation (GDPR) and DPA (Data Protection Act)

Key risks

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

Purpose of policy

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. We commit to ensuring compliance throughout our business activities by following good practice, protecting the organisation and all interested parties whose data we hold for the purpose of conducting business.

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's ethics, whilst ensuring our compliance with the new GDPR of May 2018. Data held for individuals will not be issued to any third parties by Octaga Security Services Ltd, however if we do need to share individuals' data in order to carry out business requirements then we will only do this with express consent of the data subject.

Octaga Security Services Ltd ensures that data stored on the company server can only be accessed by internal employees on a need-to-know basis. Our company recognises the importance of correct storage of data and will also provide training and support for staff regarding the correct way to archive and / or destroy data.

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.

Dave Allison
CEO

Tracey Allison
Director

Date: 31st March 2021