

GDPR

The organisation complies with the following:

Accountability of the Organisation

The organisation is responsible for appropriate technical and organisational measures to meet the requirements of accountability, and must be able to demonstrate compliance.

Scope: With 250 or more employees all data processing activities are monitored, and a Data Protection Officer has been appointed.

With fewer than 250 employees, only processing activities that are not occasional or could result in a risk to the rights and freedoms of individuals; or involve the processing of special categories of data or criminal conviction and offence data are documented.

Controllers and Processors.

A controller determines the purposes and means of processing personal data.

Controllers are liable for their compliance with the GDPR. As a controller, you are not relieved of your obligations where a processor is involved. The GDPR places further obligations on you to ensure your contracts with processors comply with the GDPR.

A processor is responsible for processing personal data on behalf of a controller.

Individuals Rights regarding Personal Data

The individual has the right to be informed, the right of access, the right to rectification, the right to erasure, the right to restrict processing, the right to data portability, the right to object. Rights in relation to automated decision making and profiling.

Data Protection Impact Assessment

For certain listed types of processing, or any other processing that is likely to result in a high risk to individuals' interests a DPIA is carried out.

Personal Data

'Personal Data' means any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier.

Personal identifiers which constitute personal data, can include name, identification number, location data or online identifier, and can reflect changes in technology and the way organisations collect information about people.

This applies to both automated personal data and to manual filing systems.

Personal data that has been pseudonymised – e.g. key-coded – can fall within the scope of the GDPR depending on how difficult it is to attribute the pseudonym to a particular individual.

Approved by:

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Managing Director

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This policy will be reviewed annually or earlier if significant changes occur, to ensure its continuing suitability, adequacy, and effectiveness.