



# Data Security Policy

To comply with GDP Regulations

## Policy Statement

A1 Sheet Metal Flues Limited T/A A1 Flue Systems will ensure the protection of all information assets within the custody of the Business.

High standards of confidentiality, integrity and availability of information will be maintained at all times.

## Purpose

Information is a major asset that A1 Sheet Metal Flues Limited T/A A1 Flue Systems has a responsibility and requirement to protect.

Protecting information assets is not simply limited to covering the stocks of information (electronic data or paper records) that the Organisation maintains. It also addresses the people that use them, the processes they follow, and the physical computer equipment used to access them.

This Information Protection Policy addresses all these areas to ensure that high confidentiality, quality and availability standards of information are maintained.

The following policy details the basic requirements and responsibilities for the proper management of information assets at A1 Sheet Metal Flues Limited T/A A1 Flue Systems. The policy specifies the means of information handling and transfer within the Business.

## Scope

This Information Protection Policy applies to all the systems, people and business processes that make up the Business's information systems. This includes all Executives, Committees, Departments, Partners, Employees, contractual third parties and agents of the Organisation who have access to Information Systems or information used for A1 Sheet Metal Flues Limited T/A A1 Flue Systems purposes.

## Definition

This policy should be applied whenever Business Information Systems or information is used. Information can take many forms and includes, but is not limited to, the following:

- Hard copy data printed or written on paper.
- Data stored electronically.
- Communications sent by post / courier or using electronic means.
- Stored tape or video.
- Speech.

## Risks

The Company recognises that there are risks associated with users accessing and handling information in order to conduct official business.

This policy aims to mitigate the following risks:

- the non-reporting of information security incidents,
- inadequate destruction of data,
- the loss of direct control of user access to information systems and facilities

## **Policy**

The company is committed to complying with the General Data Processing Regulations and all data will be processed in a fair and honest way. Data that is freely available throughout the company, such as customer or supplier details will not be disclosed to any third party without the data subject's permission.

Private data that is held about individuals will be kept in secure folders with limited access. Employees who have access to this data will ensure that the data is made inaccessible if they leave it unattended whilst working on the data. At no time will personal data be shared with a third party.

There may be times when an outside professional firm need to access the data, for instance an IT specialist company. A1 Sheet Metal Flues Limited T/A A1 Flue Systems policy is to only use companies that are themselves GDPR compliant.

It is the responsibility of any member of staff who sees or hears of unauthorised communication of data to report the matter to the Data Controller

## **Policy Compliance**

If any user is found to have breached this policy, they may be subject to the Company's disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).