

Data Protection Policy

Policy Brief and Purpose

Our Company Data Protection Policy refers to our commitment to treat information of employees, customers and other interested parties with the utmost care and confidentiality.

With this policy we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

Scope

This policy refers to all parties (employees, job candidates, customers, suppliers etc.) who provide any amount of information to us.

Who is Covered under the Data Protection Policy?

Employees of our company and its subsidiaries must follow this policy. Contractors, consultants, partners and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or who acts on our behalf and may need occasional access to data.

Our data will be:

- Accurate and kept up-to-date
- Collected fairly and for lawful purposes only
- Processed by the company within its legal and moral boundaries
- Protected against any unauthorised or illegal access by internal or external parties

Our data will not be:

- Communicated informally
- Stored for more than a specified amount of time
- Transferred to organisations that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data the company has direct obligations towards people to whom the data belongs.

Specifically, we will:

- Let people know which of their data is collected
- Inform people about how we will process their data
- Inform people about who has access to their information
- Have provisions in cases of lost, corrupted or compromised data
- Allow people to request that we modify, erase, reduce or correct data contained in our database



ACTIONS

To exercise Data Protection, we will:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Establish clear procedures for reporting privacy breaches or data misuse
- Include contract clauses or communicate statements on how we handle data
- Establish data protection practices (document shredding, secure locks, frequent backups, access authorisation etc.)

Our data protection provisions will appear on our website

DISCIPLINARY CONSEQUENCES

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action

Bryn R Thomas
Company Director
For and On Behalf Of: Next Systems Ltd

Date: 5th April 2018