

# Data Protection Policy

For Invicta Digital

Last updated	31 May 2018
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## Definitions

<b>Company</b>	Invicta Digital
<b>Contact Details</b>	Airlie, Church Cliff, Kingsdown, Deal, Kent. CT14 8AT Telephone: 01304 379285 Email: simon@invictadigital.co.uk
<b>GDPR</b>	means the General Data Protection Regulation.
<b>Responsible Person</b>	Simon Clarke – (Proprietor, Invicta Digital)

### 1. Data protection principles

The Company is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified in a timely manner;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## **2. General provisions**

- a. This policy applies to all personal data processed by the Company.
- b. The Company will not send / transfer personal data to a 3<sup>rd</sup> party company / organisation without explicit permission of the individual owner of the personal data.
- c. The Responsible Person shall take responsibility for the Company's ongoing compliance with this policy.
- d. This policy shall be reviewed periodically.

## **3. Lawful, fair and transparent processing**

- a. To ensure its processing of data is lawful, fair and transparent, the Company shall store active personal data only on password protected systems such as Microsoft Office365, Dropbox, Apple iCloud etc
- b. Individuals have the right to access their personal data and any such requests made to the Company shall be dealt with in a timely manner.

## **4. Lawful purposes**

- a. All data processed by the Company must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).
- b. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- c. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Company's systems.
- d. Personal data that is included in engagement documents, invoices, receipts etc is considered to be contractual data processing.

## **5. Data minimisation**

- a. The Company shall ensure that personal data is adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

## **6. Accuracy**

- a. The Company shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

## **7. Archiving / removal**

- a. The company shall consider what data should / must be retained, for how long, and why.
- b. Personal data that is no longer required for the running of the company shall be deleted from the company's systems in a timely manner.

## **8. Security**

- a. The Company shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

## **9. Breach**

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Company shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

END OF POLICY