

CDP Architecture Ltd

Data Protection Policy

This Data Protection Policy ensures CDP Architecture Ltd:

- Complies with data protection law and follows good practice
- Protects the rights of employees, clients and suppliers
- Is open about how it stores and processes individuals' data
- Protects itself from the risk of a data breach

The Data Protection Act 1998 describes how organisations – including CDP Architecture Ltd – must collect, handle and store personal information and is underpinned by eight important principles. These state that personal data must:

- Be processed fairly and lawfully
- Be obtained only for specific, lawful purposes
- Be adequate, relevant and not excessive
- Be accurate and kept up to date
- Not be held for any longer than necessary
- Processed in accordance with the rights of the data subjects
- Be protected in appropriate ways
- Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

General Staff Guidelines

The only people able to access data covered by this policy should be those that need it for their work. Data should not be shared informally. When access to confidential information is required, employees should request it from their line managers. Employees should keep all data secure by taking sensible precautions and follow the guidelines below:

- Strong passwords should be used and never shared.
- Personal data should not be disclosed to unauthorised people, either within the company or externally
- Data should be regularly reviewed and updated if it is found to be out of date. If it is no-longer required, it should be deleted or disposed of.

Data Storage

- Data in paper format should be kept in a secure place where unauthorised people cannot see it.
- Data printouts should be shredded and disposed of securely when no longer required.
- Electronic data must be protected from unauthorised access, accidental deletion and hacking attempts.
- It should be protected by strong passwords, changed regularly and not shared between employees.

- Data should only be stored on designated drives and servers.
- Data should be backed up frequently. These backups should be tested regularly.
- All servers and computers containing data should be protected by approved security software and a firewall.

Data Use

- When working with personal data, employees should ensure the screens of their computers are locked when left unattended.
- Personal data should not be shared informally.
- Data must be encrypted before being transferred electronically.
- Personal data should not be transferred out of the European Economic Area.

Data Accuracy

- The law requires that CDP Architecture take reasonable steps to ensure data is kept accurate and up to date.
- Data will be held in as few places as necessary and be kept up to date.

Subject Access Requests

All individuals who are the subject of personal data held by CDP Architecture Ltd are entitled to:

- Ask what information the company holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the company is meeting its data protection obligations.
- Ask how to modify, erase, reduce or correct data in our database.

Disclosing data for other reasons

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject. Under these circumstances CDP Architecture Ltd will disclose requested data and will ensure the request is legitimate, seeking assistance from the company's legal advisers where necessary.

Providing information

CDP Architecture aims to ensure individuals are aware their data is being processed, and that they understand;

- How the data is being used.
- How to exercise their rights.

The only personal data CDP Architecture Ltd holds is in the form of:

- Client/Supplier name
- Contact name – First name and Surname
- Address, telephone number, email address, website address
- Finance details – Bank account and sort code for processing Supplier payment as listed on Supplier invoices and will not be shared with any other party

CDP Architecture Ltd will ensure that the data is collected within the boundaries of this policy.