



TECHNICAL SERVICES

NDT Technical Services Limited

Unit 3
Webnor Industrial Estate
Ettingshall Road
Wolverhampton
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Reg: 12376230
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NDT Technical Services Limited
DATA PROTECTION POLICY

<u>Issue</u>	<u>Amendment</u>	<u>Date</u>	<u>Approval</u>
001	First Issue	22/02/2020	Ian Evans



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Introduction

NDT Technical Services Limited needs to gather and use certain information about companies whether a supplier to NDT Technical Services Limited, or a Customer of NDT Technical Services Limited

The information obtained by NDT Technical Services Limited include;

Suppliers

Supplier Addresses, Business Contacts, Account Details, VAT Details Accreditations and Direct Emails

Customers

Customer Addresses, Customer Direct Contact Details, VAT Details and Credit Searches.

Employees

Employee Address, Employee Account Details.

This policy describes how this data must be collected, handled and stored to meet the companies data protection standards and to comply with the law.

Why this Policy Exists

This Data Protection Policy ensures NDT Technical Services Limited;

- Complies with the data protection law and follows good practice
- Protects the rights of staff, customers and suppliers
- Is open about how it stores and processes individual data
- Protects itself from the risk of breach of data

Data Protection Law

The Data Protection Act 1998 describes how organisations – including NDT Technical Services Limited, must collect, handle and store information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The data protection act is underpinned by eight important principles. These say that personal data must:

1. Be Processed Fairly and Lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection.

PEOPLE, RISK AND RESPONSIBILITIES

Policy Scope

This policy applies to:

- The head office of NDT Technical Services Limited
- All Staff employed by NDT Technical Services Limited
- All contractors, Suppliers and other companies working on behalf of NDT Technical Services Limited

It Applies to all Data that the company holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This can include:

- Name of Individuals
- Postal Addresses
- Email Addresses
- Telephone Numbers
- Plus, any other information relating to individuals.



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Data Protection Risk

This policy helps to protect NDT Technical Services Limited from some very real data security risks, including;

- **Breaches of Confidentiality** – For instance, information being given out inappropriately.
- **Failing to offer choice** – for instance, all individuals should be free to choose how the company uses data relating to them.
- **Reputational damage** – For instance, the company could suffer if hackers successfully gained access to sensitive data.

Responsibilities

Everyone who is employed with NDT Technical Services Limited has some responsibility for ensuring data is collected, stored and handled appropriately.

Each team that handles personal data must ensure that it is handled and processes in line with this policy and data protection principles.

However, these people have key areas of responsibility.

- The board of directors are ultimately responsible for ensuring that NDT Technical Services Limited meets its legal obligations.
- The Data Protection Officer (Ian Evans) is responsible for;
- Keeping the board updated about data protection responsibilities risks and issues
- Reviewing all data protection procedures and related policies, in line with an agreed schedule
- Arranging data protection training and advice for the people covered by this policy
- Handling data protection questions from employees and anyone else covered by this policy
- Dealing with requests from individuals to see the data NDT Technical Services Limited holds about them, also subject to access requests.
- Checking and approving any contracts or agreements with third parties what may handle the companies sensitive data.

GENERAL STAFF GUIDELINES

- The only people able to access data covered by this policy should be those who **need it for their work**.
- Data **should not be shared informally**. When access to confidential information is required, employees can request it from a Director.
- NDT Technical Services Limited **will provide training** to all employees to help them understand their responsibilities when handling data.
- **Employees should keep all data secure, by taking sensible precautions and following the guidelines below.**
- In particular, **strong passwords must be used**, and they should never be 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 out to be out of date, in no longer required, it should be deleted and disposed of.
- Employees **should request help** from their line manager of the data protection officer if they are unsure about any aspect of data protection.

DATA STORAGE

These rules describe how and where data should be safely stored. Questions about storing data safely can be directed to the manager of the internal computers or a Director of NDT Technical Services Limited

When data is **stored on paper**, it should be kept in a secure place where unauthorised people cannot see it.

These guidelines also apply to data that is usually stored electronically but has been printed out for some reason:

- When not required, the paper of files should be kept **in a locked drawer or filing cabinet**.
- Employees should make sure paper and printouts are not left where unauthorised people can see them. Such as on a printer or desk.
- **Data printouts should be shredded** and disposed of securely where no longer required.

When data is **stored electronically** it must be protected from unauthorised access, accidental deletion and malicious hacking attempts;

- Data should be stored on a designated drive and servers such as an approved cloud-based system.
- Servers or storage systems shall be in a designated area where access is only permitted by authorised personnel.

Data Use

Personal data is of no value to NDT Technical Services Limited unless the business can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft:



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- When working with personal data, employees should ensure **the screens of their computers are always locked when left** unattended.
- Personal data **should not be shared informally**. It should never be sent by email, as this form of communication is not secure.
- Personal Data should **never be transferred outside of the European Economic Area**.

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, NDT Technical Services Limited will disclose requested data. However, the data controller will ensure the request is legitimate, seeking assistance from the board and from the companies legal advisers where necessary.

Providing Information

NDT Technical Services Limited aims to ensure that individuals are aware that their data is being processed, and that they understand:

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

To these ends, the company has GDPR Policy statement, setting out how data relating to individuals is used by the company.

This is available on request or available via a link on the company website.