

Thoburn Enforcement Services GDPR Policy

Thoburn Enforcement Services holds personal data about our employees, clients, suppliers and other individuals for a variety of purposes.

Thoburn Enforcement Services shall comply with all of the principles of data protection enumerated in the EU GDPR (General Data Protection Regulations) and shall ensure full compliance to those principles.

Thoburn Enforcement Services shall ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We shall not process personal data obtained for one purpose for any unconnected purpose unless the individual has agreed to this or would reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If we believe that information is inaccurate the Managing Director shall be informed.

Thoburn Enforcement Services shall keep personal data secure against loss or misuse and where other organisations process personal data as a service on our behalf. The Managing Director, who shall act as the Data Protection Officer shall establish what, if any additional specific data security arrangements need to be implemented in contracts with those third party organisations.

In cases where data is stored on printed paper, it shall be kept in a secure place where unauthorised personnel cannot access it.

Printed data shall be shredded when it is no longer needed.

Data stored on a computer shall be protected by passwords.

Data shall be regularly backed-up as per the company back up procedures.

All servers containing sensitive data shall be approved by appropriate security software.

Thoburn Enforcement Services shall retain personal data for no longer than is necessary. The definition of necessary will depend upon the circumstances of each case, taking into account the personal data obtained, but should be determined in a manner consistent with our company retention.

As part of our commitment to the compliance of GDPR we have a GDPR risk assessment in place which shall be subject to regular audits to manage and mitigate risk. As part of each audit we shall review the data held, review where it is stored, how it is used, who is responsible and any further controls that can be implemented.

All employees shall receive awareness training on the provisions of data protection law specific to their role.

Any breach of this policy or data protection laws shall be reported as soon as practically possible to the Managing Director. This allows us to investigate the issue and take remedial steps and if necessary notify the Information Commissioners Office as appropriate.

Thoburn Enforcement Services takes compliance with this policy very seriously. Failure to comply puts both individuals and the organisation at risk.

This policy shall be communicated and observed by all those working for and on behalf of Thoburn Enforcement Services.