

General Data Protection Regulations Policy – May 2018

Policy Statement

ACMS Mercedes Ltd, will ensure that personal data collected or handled by us in the course of our business activities will;

- Be processed lawfully, fairly and in a transparent way
- Be collected for specified, explicit and legitimate purposes and not be subsequently processed in a way that goes against those initial purposes
- Be adequate, relevant and limited to what is necessary
- Be accurate and up to date
- Be kept for no longer than is necessary
- Be processed securely

Personal information is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

Assessment – Workers

The personal information we hold for workers includes home addresses, bank details, driving licence references, national insurance numbers and next of kin contact details. We have less than 10 workers and the risk of misuse of data is low.

Assessment – Clients

Clients provide us with personal information in the form of contact details, personal addresses and vehicle registration Numbers. Although we have many clients, the level of information taken from them is very low and relates entirely to the service and maintenance of their vehicles.

Arrangements

Due to the size of our business and the scope of the data we process, we do not require a designated Data Protection Officer, our Managing Director is ultimately responsible for data protection compliance.

Our clients provide us with all of the information about their business and imply consent for us to hold that information. Every document that we produce is delivered to the client, in electronic format. Clients can request copies of any data we hold for them at any time.

When taking photos or videos, workers will try to ensure that faces are cropped out of the frame to minimise the potential to capture images that could identify a person.

In order to keep personal data secure, we provide secure storage facilities at our office location and hold electronic files on password protected computers.

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Hard copies of documents that are no longer needed are shredded by a reputable external contractor.

All hardware is password protected and software can only be installed by an approved Administrator. We have anti-virus software that scans and repairs hardware on a regular basis.

Workers will not open attachments on emails from people that they do not know, to minimise the risk of accepting malware onto our hardware.

We do not share any client information with any other organisation, unless explicitly requested to by that client, in most cases we will ask that the client provides the information directly to the organisation wherever possible.

If an individual requests from us the information we hold for them, we will ensure that all documents contained within their employer's folder are reviewed and confirm to them what information we have. Copies will be supplied if requested. This process will be completed within one month of the request.

If an individual requests that information we hold for them be deleted or removed from our systems, we will ensure that this is done so, unless there is a genuine and legitimate reason for us to retain the information, in which case we will explain to the individual why this is the case.

Workers are provided with a copy of this document to ensure that they are aware of our data handling arrangements.