

Data Protection Policy - [ICO no. ZA846320]

Introduction

Cross Cut Shredding handles various types of information about individuals, including customers, suppliers, business contacts, and employees. This policy outlines the necessary measures to collect, handle, and store personal data in accordance with the company's data protection standards and legal requirements.

Purpose of the Policy

This data protection policy is in place to ensure that Cross Cut Shredding Ltd:

- Complies with data protection laws and follows best practices.
- Safeguards the rights of staff, customers, and partners.
- Maintains transparency in storing and processing individuals' data.
- Mitigates the risks associated with potential data breaches.

Data Protection Law

The Data Protection Act 1998 dictates how organisations, including Cross Cut Shredding Ltd, must collect, handle, and store personal information. These rules are applicable to data stored electronically, on paper, or any other material. Compliance involves fair and lawful processing, safe storage, and lawful disclosure of personal information.

Cross Cut Shredding Ltd ensures that personal information is:

- Processed fairly and lawfully.
- Obtained only for specified, lawful purposes.
- Adequate, relevant, and not excessive.
- Accurate and kept up to date.
- Not retained for longer than necessary.
- Processed in accordance with the rights of data subjects.
- Protected using appropriate measures.

- Not transferred outside the European Economic Area (EEA) without ensuring an adequate level of protection.

Policy Scope

This policy applies to:

- All Directors of Cross Cut Shredding Ltd.
- All staff and volunteers.
- All contractors, suppliers, and others working on behalf of Cross Cut Shredding Ltd.

It covers all data held by the company related to identifiable individuals, even if the information falls outside the Data Protection Act 1998. Examples include names, postal addresses, email addresses, telephone numbers, and any other information related to individuals.

Data Protection Risks

This policy safeguards Cross Cut Shredding Ltd from data security risks, including breaches of confidentiality, failure to offer choice, and reputational damage due to unauthorised access to sensitive data.

Responsibilities

Everyone associated with Cross Cut Shredding Ltd has a responsibility to ensure appropriate collection, storage, and handling of data. Key responsibilities include:

- The board of directors is ultimately responsible for legal obligations.
- The Data Protection Officer, Daniel Simmons, oversees data protection responsibilities, risks, and issues.
- Company directors are responsible for system security, regular checks, and evaluating third-party services.

General Guidelines

- Access to data covered by this policy should be limited to those who need it for their work.
- Data should not be shared informally, and access to confidential information requires authorisation.
- Cross Cut Shredding Ltd provides training to employees to understand data handling responsibilities.
- Personal data must be kept secure, using strong, non-shared passwords.

- Regularly review and update data, deleting it when no longer needed.
- Employees should seek help from their line manager or the data protection officer if uncertain about any data protection aspect.

Data Storage

These rules dictate how and where data should be securely stored, covering both electronic and paper formats. Accessible only to authorised individuals, data should be encrypted, backed up, and protected against unauthorised access or hacking attempts.

Data Use

Personal data is valuable when used appropriately, but it is most at risk when accessed and used. Employees should lock computer screens when unattended, avoid informal data sharing, and encrypt data when transferred electronically.

Data Accuracy

Cross Cut Shredding Ltd is obligated to maintain accurate data. Employees working with data must take reasonable steps to ensure accuracy, minimising the creation of unnecessary datasets. Individuals are encouraged to update their information, with easy-to-use mechanisms provided by the company.

Subject Access Requests

Individuals have the right to request information held about them. Subject access requests should be made in writing to the Data Controller. The company may charge £10 per request, aiming to provide the relevant data within 40 days, verifying the requester's identity.

Disclosing Data for Other Reasons

Under certain circumstances, the Data Protection Act allows disclosure without consent. Cross Cut Shredding Ltd will validate the legitimacy of requests, seeking assistance from the board and legal advisers when necessary.

Providing Information

Cross Cut Shredding Ltd aims to ensure individuals are aware of data processing, understanding how their data is used, and how to exercise their rights. Any inquiries related to this policy can be directed to the Data Controller at Cross Cut Shredding Ltd.

As part of our commitment to transparency and accountability, our policies are regularly reviewed, and the quality manual is shared with all employees. The management team and directors undertake an annual review to ensure our commitment to quality endures.

DS

Daniel Simmons
Managing Director

Last Review Date: January 2024

Next Review Date: January 2025