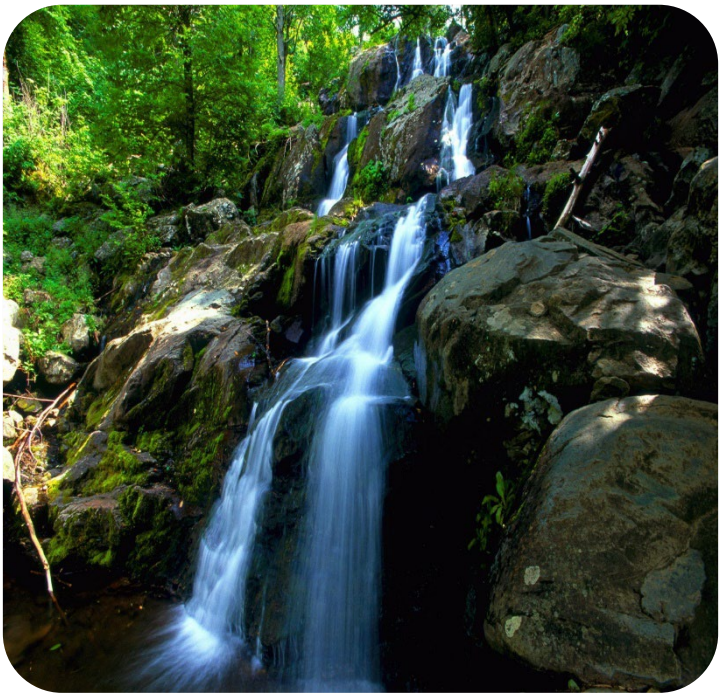
Lewis & Graves Partnership Limited

Data Protection Policy



L&G FACILITIES MANAGEMENT SERVICES	Data Protection Policy

IMS Number	Version	Person Responsible
M1	Version 3	General Manager

The Data Protection Act 1998 requires every data controller who is processing personal data to notify unless they are exempt. Failure to notify is a criminal offence. Lewis and Graves Partnership Ltd has set up a direct debit to renew our notification each year for the following purposes:

- Staff administration
- Advertising, marketing, and public relations
- Accounts and records
- Tendering

Eight Data Protection Principles

Whenever collecting information about people Lewis and Graves Partnership Ltd agrees to apply the Eight Data Protection Principles:

1. Personal data should be processed fairly and lawfully.
2. Personal data should be obtained only for the purpose specified.
3. Data should be adequate, relevant, and not excessive for the purposes required.
4. Accurate and kept up to date.
5. Data should not be kept for longer than is necessary for purpose.
6. Data processed in accordance with the rights of data subjects under this act.
7. Security: appropriate technical and organizational measures should be taken for unauthorized or unlawful processing of personal data and against accidental loss or destruction or damage to personal data.
8. Personal data shall not be transferred outside the EEA unless that country or territory ensures an adequate level of data protection.

Working from home

- Lewis and Graves Partnership Ltd logs which staff take work home with them.
- If working on something at home and at work, try to keep both sets of information up to date.
- Home computers should have records removed once project/work records no longer needed at home.
- Staff agree to keep work taken home secure, to return all work-related material upon the completion /termination of their contract; and inform their line manager if information have got into wrong hands.

Security Statement

Lewis and Graves Partnership Ltd has taken measures to guard against unauthorized or unlawful processing of personal data and against accidental loss, destruction, or damage.

This includes:

- Adopting an information security policy (this document is our policy).
- Taking steps to control physical security (projects and staff records are all kept in a locked filing cabinet).
- Putting in place controls for access to information (***password protection on files and server access***).
- Establishing a business continuity/disaster recovery plan Lewis and Graves Partnership Ltd takes regular back-ups of its computer data files and this is stored on a Cloud based server away from the office.
- Training all staff on security related systems and procedures depending on their job role.
- Detecting and investigating breaches of security should they occur.

Reviewed Nov 2023

James Abbott, Operations Director