

General Data Protection Regulation

Our Commitment:

DB computer repairs is committed to the protection of all personal and sensitive data for which it holds responsibility for. This data is held in line with the data protection principles and the Data Protection Act (DPA).

<https://ico.org.uk/for-organisations/guide-to-data-protection/dataprotectionprinciples/>

Changes to data protection legislation (GDPR May 2018)

The legal bases for processing data are as follows –

Consent: to process clients personal data for a specific purpose i.e. to be contacted as part of an ongoing relationship for advert amendments and any special offers.

Legal obligation: the processing is necessary for DB computer repairs to comply with the law. All members of DB computer repairs are aware of GDPR 25th May 2018.

Notification: Breaches of personal or sensitive data shall be notified within 72 hours to the individual(s) concerned and the ICO.

Personal and Sensitive Data:

All data control shall be identified as personal, sensitive or both to ensure that it is handled in compliance with legal requirements and access to it does not breach the rights of the individuals to whom it relates.

The definitions of personal and sensitive data shall be as those published by the ICO for guidance: <https://ico.org.uk/for-organisations/guide-to-data-protection/keydefinitions/>

The principles of the Data Protection Act shall be applied to all data processed:

- ensure that data is fairly and lawfully processed
- process data only for limited purposes
- ensure that all data processed is adequate, relevant and not excessive
- ensure that data processed is accurate
- not keep data longer than is necessary
- process the data in accordance with the data subject's rights
- ensure that data is secure
- ensure that data is not transferred to other countries without adequate protection.

Fair Processing / Privacy Notice:

DB computer repairs shall be transparent about the intended processing of data and communicate these intentions to clients. Notifications shall be in accordance with ICO guidance and be written in a form i.e. unpaid monies information may be passed to a debt recovery agency.

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacynoticetransparency-and-control/>

There may be circumstances where DB computer repairs is required either by law to

- pass information onto external authorities,
- the prevention or detection of crime;
- the apprehension or prosecution of offenders;
- the assessment or collection of tax or duty.
- Money Laundering Regulations 2007

Data Security:

Risk and impact assessments shall be conducted in accordance with guidance given by the ICO:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

<https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2014/02/>

[privacyimpact-assessments-code-published/](#)

Security of data shall be achieved through the implementation of proportionate physical and technical measures. DB computer repairs account holders shall be responsible for the effectiveness of the controls implemented and reporting of their performance.

Data Access Requests:

All individuals whose data is held by us, has a legal right to request access to such data or information. We shall respond to such requests within one month and they should be made in writing to:

David Brett

DB computer repairs

Redlake Trading Estate

Ivybridge

PL210AZ

No charge will be applied to process the request.

• **Police and courts**

If a situation arises where a criminal investigation is being carried out we may have to forward information on to the police to aid their investigation. We will pass information onto courts as and when it is ordered.

• **Right to be forgotten:**

Where any personal data is no longer required for its original purpose, an individual can demand that the processing is stopped and all their personal data is erased by DB computer repairs.

Location of information and data:

All data held is password protected at source and on individual devices.

Any hard copy data, records, and personal information are stored out of sight and in a locked cupboard.

Data Disposal:

DB computer repairs recognizes that the secure disposal of redundant data is an integral element to compliance with legal requirements and an area of increased risk. All data deleted will be permanent and not held in a digital recycled bin