

Data Protection Policy

Context

Data protection applies to:

- Alpha Response employees,
- Clients of Alpha Response,
- Data supplied by clients relating to individuals
- The primary legislation is the Data Protection Act 2018

Principles

Data are collected for specific and legitimate purposes and are processed lawfully and fairly.

Data are adequate, accurate, relevant and limited to the extent necessary for the purpose of the data being collected and held.

Where appropriate, data are kept up to date.

Data are kept in a form which identifies data subjects for no longer than is necessary for the purpose of the data being collected and held.

Data are securely destroyed when the purpose for which the data was collected is complete.

Data Security

Data are held and processed in a manner which ensures appropriate security for personnel data. This includes protection against unauthorised or illegal processing, loss destruction or damage.

Data are not passed on to third parties.

Rights of Alpha Response employees

Data relating to employees, such as employment history, bank account details, etc., are held by Alpha Response as a necessary requirement of employment.

As data subjects, employees have the rights to:

- Be informed of the data
- Have access to the data
- Have data rectified
- Have data erased, unless as stated below
- Have processing restricted
- Be able to have data transferred from one controller to another
- Object to the data being held, and
- Be not the subject to automated decision making or profiling

Employees do not have the right to erasure of their data where retention or processing of those data is necessary for the establishment, exercise or defence of legal claims.

Data supplied by clients relating to individuals

Data relating to individuals shall be:

- Limited to that which is required for the tasks being carried out by Alpha Response,
- Retained only for the period necessary to carry out the tasks, which may include the probability of follow-up tasks being required.
- Securely destroyed once this period has passed.

The effectiveness of this policy will be regularly reviewed by the Directors.

Signed



Director

Date

5/12/22