



DATA PROTECTION POLICY

More Than Safety Limited (MTS) are committed to processing data in accordance with its responsibilities under the GDPR. This policy applies to all personal data processed by the MTS. The Responsible Person shall take responsibility for the Company's ongoing compliance with this policy.

Lawful Processing and Purposes

Individuals have the right to access their personal data and any such requests made to the company shall be dealt with in a timely manner.

All data processed by MTS must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests (see ICO guidance for more information).

Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.

Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent will be clearly available and systems in place to ensure such revocation is reflected accurately in the in our records.

Data Records

MTS will ensure that personal data records are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

MTS shall take reasonable steps to ensure personal data is accurate. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

To ensure that personal data is kept for no longer than necessary, MTS have an archiving process for each area in which personal data is processed and review this process annually. The archiving policy shall consider what data should/must be retained, for how long and why.

Security

MTS shall ensure that personal data is stored securely using modern software that is kept-up-to-date. Access to personal data shall be limited to personnel who need access and appropriate security is in place to avoid unauthorised sharing of information. When personal data is deleted this is done safely such that the data is irrecoverable. Appropriate back-up and disaster recovery solutions are in place.

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, we will promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

Darren White
Managing Director

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