

GDPR Data Security Policy Statement.

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Below are our policies to comply with GDPR legislation. Our Data Processing Officer is [Dale Rogers](#). All queries and information requests should be forwarded to him/her in writing.

Data Security by Data and Processing type.

Hard Copy Data. All hard copy data, such as customer bookings and staff details are either secured in a secure, locked cabinet or kept under the supervision of a relevant member of staff when in operational usage.

Mobile Devices. All access to data on mobile devices is password protected and only available to staff who require access to undertake their responsibilities.

In-House Servers. All access to data on In-House Servers is password protected and only available to staff who require access to undertake their responsibilities. The server is located in a secure, lockable location.

Cloud Servers. All access to data on Cloud Servers is password protected and only available to staff who require access to undertake their responsibilities. The Cloud Services Company is validated to ensure they are GDPR compliant.

Third Party Data Usage. Accountants, Payroll Processors and Lawyers will receive data on a periodic basis to comply with legal requirements. All data recipients will be required to be GDPR compliant.

Data Breaches. No notification will be given to individuals if there is a data breach.