# General Data Protection Regulation Policy

## 1. Introduction

The General Data Protection Regulation (GDPR) (Regulation (ED) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

The goal of the data protection policy is to depict the legal data protection aspects in one summarising document. This will not only ensure compliance with the European General Data Protection Regulation (GDPR) but also to provide proof of compliance.

Further details on GDPR can be obtained from the Information Commissioner's Office (ICO

## 2. Scope

This policy is relevant to all data the company holds and processes on behalf of others that is related to an identifiable individual.

The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

GDPR requires personal data to be:

a) **processed lawfully**, fairly and in a transparent manner in relation to individuals;

Tevalis has chosen the bases of legitimate Interest, legal obligation and contract for the lawful basis of processing the various data it deals with.

A full data audit has been carried out on all of the personal information Novus Altair collects and for each activity, the 'lawful basis' for doing so has been considered and documented in the line with the ICO's own guidance and use of the interactive tool.

b) **collected for specified, explicit and legitimate purposes** and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

Novus Altair's Privacy *Policy* clearly explains that personal data collected will only be used for the purposes for which it is provided it to Novus Altair, as indicated at the time the individual provided their personal data. It will also be used to administer, support and obtain feedback on the level of our services, to help prevent breaches of security, the law or our contract terms.

c) **adequate, relevant and limited to what is necessary** in relation to the purposes for which they are processed;

A full data audit has been carried out on all personal information Novus Altair collects. For each activity, we have considered the legitimate purpose for the information we have collected.

d) **accurate and, where necessary, kept up to date**; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Novus Altair carries out regular (annual) internal audits to ensure that data is accurate and correct. Any anomalies found are addressed and corrected as soon as possible.

e) **kept in a form which permits identification of data subjects for no longer than is necessary** for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

Novus Altair has carefully considered how long it keeps information identifiable to the individual. Wherever possible, Novus Altair takes steps to keep identification to a minimum, particularly with regards to sensitive information. The regular audits Novus Altair undertakes ensure that information is only kept for as long as necessary.

f) **processed in a manner that ensures appropriate security** of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Novus Altair has implemented robust security processes to ensure that information is kept secure at all times and ensures that agreements are in place with all third-party providers to ensure that information is kept safe and in line with Novus Altair's expectations. Please see our *information security* policy for further information.

## 3. Responsibility

This policy applies to all Novus Altair's staff, (including any trainees*),* visitors and contractors and they are responsible for ensuring data is collected, stored and handled appropriately. This document was prepared by the Data Protection Officer and approved by the Novus Altair's Senior Management Team.

Each team that handles personal data must ensure that it is handled and processed in-line with this policy including any data protection principles. Responsibility and authority for specific activities are documented below.

Novus Altair also ensures that appropriate agreements are in places with those for whom Novus Altair processes data and for those who process data on Novus Altair's behalf to ensure data is kept in accordance with the GDPR guidelines.

**Directors**

They have overall responsibility for ensuring that the organisation complies with its legal obligations.

**Data Protection Officer**

Their responsibilities include:

- Briefing the Management team on Data Protection responsibilities
- Reviewing Data Protection and related policies. This policy will be reviewed at least annually.
- Advising other staff on Data Protection issues
- Notification if requested by Senior Management
- Handling subject access requests

**Sales and Marketing**

Responsible for approving Data-Protection-related statements on publicity materials, letters, emails, etc. Consent and opt-out approval from external parties.

**System Development**

Responsible for electronic security for Novus Altair's computer systems

**All Departments**

Each team or department where personal data is handled should be, alongside the Data Protection Officer, responsible for drawing up its own operational procedures (including induction and training) to ensure that good Data Protection practice is established and followed.

**Staff**

All staff should be required to read, understand and accept any policies and procedures that relate to the personal data they may handle in the course of their work.

## 4. Confidentiality

Access in this case means not just by staff, but also by people outside the organisation and processors who handle personal information on behalf of Novus Altair.

Normally access will be defined on a "need to know" basis; no one should have access to information unless it is relevant to his or her work. This may be relaxed in the case of information, which poses a low risk.

- The only people able to access data covered by this policy are those who need it for their work
- Data should not be shared informally. When access to confidential information is required, employees can request it from their line managers.
- Guidance will be provided to all employees to help them understand their responsibility when handling data.
- Personal data should not be disclosed to unauthorised people, either within the company or externally.

- We ensure that robust contracts detailing Novus Altair's expectations regarding data handling, data protection and data security are in place with those whom we contract with to handle personal information on our behalf.
- Employees should keep all data secure by taking sensible precautions and following the guidelines

## 5. Data Storage

The company has procedures for data storage and recovery on the computer system but when data is stored on paper it should be kept in a secure place where unauthorised people cannot gain access. Our data storage processes ensure:

- All unwanted personal data or printout must be shredded and disposed of securely.
- Data stored on removable devices must be kept locked away securely when not being used.
- Data is stored on designated drives and servers.
- Servers containing personal data are sited in a secure location.
- All servers and computers containing data are protected by approved security software.
- Data is stored at a secure level appropriate for the type of data.
- Data is stored in a format that allows the business to comply with subject access requests.
- Novus Altair ensures that robust contracts detailing Novus Altair's expectations regarding data handling, data protection and data security are in place with those who we contract with to handle personal information on our behalf.

## 6. Basis for processing personal information

Novus Altair will only process personal data where we have a legal justification for doing so.

## 7. Special Categories of personal data

Sensitive personal information is also referred to as 'special categories of personal data' or 'sensitive personal data'. Novus Altair may from time to time need to process sensitive personal information. We will only process sensitive personal information if we have a lawful basis for doing e.g. it is necessary for the performance of the employment contract, to comply with the company's legal obligations or for the purposes of the company's legitimate interests.

## 8. Criminal records information

Certain conditions relate to the processing of criminal record information. Novus Altair does not currently process any criminal information data.

## 9. Privacy notice

The Company will issue privacy notices from time to time, explaining the type of personal information that we collect and hold, how this personal information is used and for what purposes.

Novus Altair will take appropriate measures to provide information in privacy notices in a concise, transparent, intelligible and easily accessible form, using clear and plain language.

## 10. Accuracy

Novus Altair takes steps such as regular data audits carried out by all relevant areas that hold personal data to ensure that the data is kept;

- Up to date
- Relevant for the its requirement
- Comply with the consent of the data subject
- Regularly reviewed

## 11. Retention periods

Retention periods for certain types of data can be seen in appendix 1. Personal data should not be retained for longer than is necessary for the purpose it was obtained for.

## 12. Subject access request

All individuals who are the subject of personal data held by Novus Altair and processors working on our behalf are entitled to:

- Ask what information the company holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the company is meeting its data protection obligations.

## 13. Data breaches

A data breach may be one of the following:

- loss or theft of data or equipment on which personal information is stored;
- unauthorised access to or use of personal information either by a member of staff or third party
- loss of data resulting from an equipment or systems (including hardware and software) failure;
- human error, such as accidental deletion or alteration of data;
- unforeseen circumstances, such as a fire or flood
- deliberate attacks on IT systems, such as hacking, viruses or phishing scams;
- blagging' offences, where information is obtained by deceiving the organisation which holds it.

Relevant personal data breaches must be reported (Notify) to the ICO within 72 hours of becoming aware of the breach, where feasible. If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, we must also inform those individuals without undue delay. Staff are reminded that the *Data Protection Breaches* must be followed and escalated accordingly in the event of a discovered breach. Robust breach detection, investigation and internal reporting procedures are place. This facilitates decision-making about whether or not we need to notify the relevant supervisory authority and the affected individuals. A record of any personal data breach is kept (please refer to the *Data Breaches log*). Details relating to breaches are logged here regardless of whether we are required to notify external authorities.

When a personal data breach has occurred, we must establish the likelihood and severity of the resulting risk to people's rights and freedoms. If it's likely that there will be a risk then we will notify the ICO; if it's unlikely then we don't have to report it. All breaches, actions and the decision of whether it is necessary to report to the ICO must be fully logged and documented within the *Breaches Log*.

## 14. **Training**

Novus Altair will ensure that staff are adequately trained regarding their data protection responsibilities. Individuals whose roles require regular access to personal information, or who are responsible for implementing this policy or responding to subject access requests under this policy, will receive additional training to help them understand their duties and how to comply with them.

## Appendix 1 – Retention Periods

The main UK legislation regulating statutory retention periods is summarised below. If there is any doubt, non-health/medical records should be kept for at least 6 years, to cover the time limit for bringing any civil legal action.

Statutory records

**Accident books, accident records/reports**
**Statutory retention period:** 3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21). (See below for accidents involving chemicals or asbestos).

**Statutory authority:** The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (SI 2013/1471) as amended, and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances (see below).

**Accounting records**
**Statutory retention period:** 3 years for private companies, 6 years for public limited companies.
**Statutory authority:** Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006.

**Income tax and NI returns, income tax records and correspondence with HMRC**
**Statutory retention period:** not less than 3 years after the end of the financial year to which they relate.
**Statutory authority:** The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631).

**Medical records and details of biological tests under the Control of Lead at Work Regulations**
**Statutory retention period:** 40 years from the date of the last entry.
**Statutory authority:** The Control of Lead at Work Regulations 1998 (SI 1998/543) as amended by the Control of Lead at Work Regulations 2002 (SI 2002/2676).

**Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)**
**Statutory retention period:** 40 years from the date of the last entry.
**Statutory authority:** The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677).

**Medical records under the Control of Asbestos at Work Regulations: medical records containing details of employees exposed to asbestos and medical examination certificates**
**Statutory retention period:** (medical records) 40 years from the date of the last entry; (medical examination certificates) 4 years from the date of issue.

**Statutory authority:** The Control of Asbestos at Work Regulations 2002 (SI 2002/ 2675). Also see the Control of Asbestos Regulations 2012 (SI 2012/632)

**Medical records under the Ionising Radiations Regulations 1999**
**Statutory retention period:** until the person reaches 75 years of age, but in any event for at least 30 years.
**Statutory authority:** The Ionising Radiations Regulations 1999 (SI 2017/1075).

**Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)**
**Statutory retention period:** 5 years from the date on which the tests were carried out.
**Statutory authority:** The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677).

**Records relating to children and young adults**
**Statutory retention period:** until the child/young adult reaches the age of 21.
**Statutory authority:** Limitation Act 1980.

**Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity**
**Statutory retention period:** 6 years from the end of the scheme year in which the event took place.
**Statutory authority:** The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)

**Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence**
**Statutory retention period:** 3 years after the end of the tax year in which the maternity period ends.
**Statutory authority:** The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended.

**Wage/salary records (also overtime, bonuses, expenses)**
**Statutory retention period:** 6 years.
**Statutory authority: Taxes Management Act 1970.**

**National minimum wage records**
**Statutory retention period:** 3 years after the end of the pay reference period following the one that the records cover.
**Statutory authority:** National Minimum Wage Act 1998.

**Records relating to working time**
**Statutory retention period:** 2 years from date on which they were made.
**Statutory authority:** The Working Time Regulations 1998 (SI 1998/1833).

Non-statutory records

HR Records - Where the recommended retention period is 6 years, this is based on the 6-year time limit within which legal proceedings must be commenced under the Limitation Act 1980. So, where documents may be relevant to a contractual claim, it's recommended that these are kept for at least the corresponding 6-year limitation period.

**Record types**

**Actuarial valuation reports**
**Recommended retention period:** permanently.

**Application forms and interview notes (for unsuccessful candidates)**
**Recommended retention period:** 6 months to a year. (Because of the time limits in the various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. A year may be more advisable as the time limits for bringing claims can be extended. Successful job applicants' documents will be transferred to the personnel file in any event.

**Assessments under health and safety regulations and records of consultations with safety representatives and committees**
**Recommended retention period:** permanently.

**Inland Revenue/HMRC approvals**
**Recommended retention period:** permanently.

**Money purchase details**
**Recommended retention period:** 6 years after transfer or value taken.

**Parental leave**
**Recommended retention period:** 5 years from birth/adoption of the child or 18 years if the child receives a disability allowance.

**Pension scheme investment policies**
**Recommended retention period:** 12 years from the ending of any benefit payable under the policy.

**Pensioners' records**
**Recommended retention period:** 12 years after benefit ceases.

**Personnel files and training records (including disciplinary records and working time records)**
**Recommended retention period:** 7 years after employment ceases.

**Redundancy details, calculations of payments, refunds, notification to the Secretary of State**
**Recommended retention period:** 6 years from the date of redundancy

**Senior executives' records (that is, those on a senior management team or their equivalents)**
**Recommended retention period:** permanently for historical purposes.

**Statutory Sick Pay records, calculations, certificates, self-certificates**
**Recommended retention period:** The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55) abolished the former obligation on employers to keep these records. Although there is no longer a specific statutory retention period, employers still have to keep sickness records to best suit their business needs. It is advisable to keep records for at least 3 months after the end of the period of sick leave in case of a disability discrimination claim. However if there were to be a contractual claim for breach of an employment contract it may be safer to keep records for 6 years after the employment ceases.

**Trustees' minute books**
**Recommended retention period:** permanently.

**Sales and marketing information**

The GDPR legislation does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that:

‘Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.’

Novus Altair is committed to ensuring that data collected is only stored for as long as it necessary and will continue to:

- review the length of time we keep personal data;
- consider the purpose or purposes we hold the information for in deciding whether (and for how long) to retain it;
- securely delete information that is no longer needed for this purpose or these purposes; and
- update, archive or securely delete information if it goes out of date.
- Undertake regular audits to ensure superfluous information in deleted securely and in a timely fashion.

Signed Dr Adnan Niazi

Date /1/19

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Version 1