

Yardowl Ltd : data protection policy

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1. Introduction

Data Protection Legislation lays down certain requirements as to the collection, use and storage of Personal Data. The purpose of this document is to formalise Yardowl Ltd's approach to and management of Data Protection as a Data Controller, to ensure compliance. In this document the terms "we", "our" etc relate to Yardowl Ltd.

1.1 Scope

This document applies to everyone who is engaged to work with, or have authorised access to, our information.

The document applies to all locations from which our systems can be accessed including mobile and home use. Where there are links to enable third party organisations to have access to our information, we will confirm that security policies and controls meet the required standards or that any risks are understood and mitigated.

The document applies to all Personal Data transmitted in paper or electronic formats or communicated verbally in face to face conversations or by telephone.

1.2 Why this Policy exists

This data protection policy ensures we:

- comply with data protection law and follow good practice

- protect the rights of staff, tenants, licensees, shareholders and suppliers
- are open about how we store and process individuals' data
- protect ourselves from the risks of data breach

2. Data protection law

The General Data Protection Regulation (GDPR) came into effect in May 2018 and replaces all EU directives (95/46/EC).

The six privacy principles form the fundamental conditions which organisations must follow when collecting, processing and managing the personal information data for all European citizens. Organisations which breach any of these areas risk fines of up to €20m or 4% of global turnover and bans from processing such data.

a. Lawfulness, fairness and transparency

Lawful means processing must meet the tests described in GDPR [article 5, clause 1(a)] *Fair* means what is processed must match up with how it has been described. *Transparent* means the subject must be told what data processing will be done.

b. Purpose limitations

Personal data can only be obtained for "specified, explicit and legitimate purposes"[article 5, clause 1(b)]. Without further consent data can only be used for a specific processing purpose that the subject has been made aware of and no other.

c. Data minimisation

Data collected on a subject should be "adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed".[article 5,clause 1(c)] i.e. no more than the minimum amount of data should be kept for specific processing.

d. Accuracy

Data must be “accurate and where necessary kept up to date” [article 5, clause 1(d)]. Baselining ensures good protection and protection against identity theft. Data holders should build rectification processes into data management / archiving activities for subject data.

e. Storage limitations

The regulation expects personal data is “kept in a form which permits identification of data subjects for no longer than necessary”. [article 5, clause 1(e)] i.e. data no longer required should be removed.

f. Integrity and confidentiality

Processors are required to handle data “in a manner [ensuring] appropriate security of the personal data including protection against unlawful processing or accidental loss, destruction or damage”. [article 5, clause 1(f)]

2.1 Policy Statement

We are responsible for Personal Data, relating to current and past staff, leaseholders and subtenants, licensees and suppliers. The processing of this information is governed by the GDPR. In order to comply with the GDPR, we as a Data Controller have a number of measures in place, details of which are defined in this document. Responsibility for Data protection on a day-to-day basis is everyone’s responsibility, and is NOT solely the responsibility of directors, employees or senior staff. Everyone must do their part to ensure that the GDPR is adhered to and not breached.

3. What Data is Held

We hold Data for the following purposes:

1. Administration relating to leases, subtenancies and licences to occupy
2. HR and payroll administration for employees
3. Liaison with customers and suppliers
4. Shareholder details

The appended tables show what information is held, why we keep that information, how we store that information, how long we keep that information and how we dispose of it once we have finished using it.

3.1 How is the Information held

- On computer within the office and/or at the home of directors
- As paper records within the office
- Within the systems of our managing agent whose own data policy can be accessed via www.tavistockcourt.net

3.2 What is the "Legal Basis" under which we collect this data?

a. Consent. The individual has given clear consent for us to process their personal data for a specific purpose.

b. Contract. The processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract.

c. Legal Obligation. The processing is necessary for us to comply with the law (not including contractual obligations).

d. Vital Interests. The processing is necessary to protect someone's life.

e. Public Task. The processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

f. Legitimate Interests. The processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

APPENDIX

Administration relating to leases, subtenancies and licences to occupy

What information	Why do we keep it	Legal basis	How is it stored	How long is it stored	How do we dispose of it
Names and contact details of tenants and licensees.	To enable the administration of the contracts.	Contract	On computer / as paper files in locked cabinets.	Until legally irrelevant.	Shredding / deletion

HR and payroll administration for employees

What information	Why do we keep it	Legal basis	How is it stored	How long is it stored	How do we dispose of it
Contracts	To enable the administration of contracts.	Contract	As paper files in locked cabinets.	Until legally irrelevant.	Shredding
Bank details	Payroll administration	Contract	On secure systems of managing agent	Until final payment.	Deletion
Correspondence relating to the employment	To enable the administration of contracts.	Contract	As paper files in locked cabinets.	Until legally irrelevant.	Shredding

Liaison with customers and suppliers

What information	Why do we keep it	Legal basis	How is it stored	How long is it stored	How do we dispose of it
Contracts	To enable the administration of contracts.	Contract	As paper files in locked cabinets.	Until legally irrelevant.	Shredding
Bank details	To enable payments.	Contract	On secure systems of our bankers	Until final payment.	Deletion

Shareholder details

What information	Why do we keep it	Legal basis	How is it stored	How long is it stored	How do we dispose of it
Name, address and shareholding	To comply with the law on share registers.	Legal	In a password-protected 'cloud' system online.	Until no longer a shareholder.	Deletion