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Wyse Solutions Limited

GDPR Policy



Purpose:	General Data Protection Regulation
Specification / Brief:	Log and Present company GDPR policy
Scope:	Independent Document and Print Management Consultancy – Wyse Solutions Ltd
Responsibilities:	Managing Director
Review / Update Schedule:	Annual - January

Wyse Solutions Ltd - Data Protection Policy

Wyse Solutions Ltd needs to collect and use certain types of information about staff, clients and other individuals who come into contact with the company in order to operate. In addition, it may be required by law to collect and use certain types of information to comply with statutory obligations of Local Authorities, government agencies and other bodies. This personal information must be dealt with properly however it is collected, recorded and used, whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this is within the EU GDPR 2016 AND UK GDPR 2021.

We regard the lawful and correct treatment of personal information as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our Organisation treats personal information lawfully and correctly. Most businesses hold personal data on their customers, employees and partners. The explosion in the use of the Internet, electronic communication and computerisation of business data has led to an increase in the importance of privacy. Breaches of computerised data security have prompted the introduction of legislation on a national and European level. These include:

- Human Rights Act 1998
- Freedom of Information Act 2000
- Privacy and Electronic Communications Regulations 2003
- Regulation of Investigatory Powers Act 2000
- Telecommunications (Lawful Business Practice) Interception of Communications Regulations 2000
- Data Protection Act 2018 (DPA)
- Computer Misuse Act 1990
- General Data Protection Regulation EU GDPR 2016 and UK GDPR 2021

Wyse Solutions Ltd Will, through appropriate management, strict application of criteria and controls:

- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred outside the organisation without suitable safeguards.
- Allocate such resources as may be required to ensure the effective operation of the Policy. In Addition,

Wyse Solutions Ltd ensures that:

- There is someone with specific responsibility for Data Protection within Wyse Solution Ltd
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
- Everyone managing and handling personal information is appropriately trained to do so
- Everyone managing and handling personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- Queries about handling personal information are promptly and courteously dealt with
- Methods of handling personal information are clearly described
- A regular review and audit are made of the way personal information is held, managed and used



- Methods of handling personal information are regularly assessed and evaluated
- Performance with handling personal information is regularly assessed and evaluated
- A breach of the rules and procedures identified in this Policy may lead to disciplinary action being taken against the members of staff concerned.

GDPR.

The GDPR replaces and extends the DPA and places additional legal obligations on persons who record and process personal information relating to living individuals. Although this area of the law appears to be complicated, the Regulation simply requires that adequate controls exist to protect individuals and their privacy from the consequences of poor quality information and/or the misuse of information held about them.

Under the GDPR, the data protection principles set out the main responsibilities for organisations. The principles are similar to those in the DPA, with added detail at certain points and a new accountability requirement.

The most significant addition is the accountability principle. The GDPR requires you to show how you comply with the principles – for example by documenting the decisions you take about a processing activity.

The term “processing” includes any function that can be performed using information and includes the actual disclosure of information. **Wyse Solutions Ltd** has introduced this Data Protection Policy for the information and guidance of all employees.

GDPR Principles 6 & 7:

The Regulation applies to every organisation that handles (processes) personal information such as names (data) on living individuals (subjects). The Regulation has the following principles regarding data protection and security, which are intended to guide its interpretation and implementation:

- Personal data shall be 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
- The controller shall be responsible for, and be able to demonstrate, compliance with the principles

Computer Misuse.

The Computer Misuse Act 1990 makes it an offence to gain unauthorised access to a computer, even if no damage is done and no files are deleted or changed. Anyone who accesses a computer without authorisation, say by guessing a password, faces a maximum six-month prison sentence, or a maximum fine of £2,000, or both.

If an individual gains unauthorised access with the intent to commit a further offence, for example access your bank account online to transfer money, they face five years’ imprisonment and/or a fine.

This Act also makes it an offence to purposefully change files on a computer with intent and without authorisation. This could include deleting files or even changing computer settings. Anyone who does so, even if there is no intent to defraud or do damage, faces a maximum prison sentence of five years and/or an unlimited fine.

Responsibilities & Review.

The Data Protection Officer has overall responsibility for the administration and implementation of **Wyse Solutions Ltd’s** Data Protection Policy.

Each Department Manager will assume authority for the compliance of the employees within their department. This Policy will be updated as necessary to reflect best practice in data management,

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the GDPR.

The Data Protection Policy will, under normal circumstances, be managed and reviewed annually. The reviews to the Policy will be subject to scrutiny and, from time to time, updates and re-issues will be circulated.

However, the Policy will be reviewed sooner in the event of any one or more of the following:

- Weakness in the Policy is highlighted
- Weaknesses in hardware and software controls are identified
- In case of new threat(s) or changed risks
- Changes in legislative requirements
- Changes in Government, company or other directives and requirements.