

Byzas Research Limited GDPR Policy

Data Procedures

This document will be circulated amongst all staff members and new starters. A hard copy will be held on site.

Information that we hold

Information that we hold can be based into three categories.

Clients and prospective clients.
Suppliers and key contacts.
Staff details.

Where has are data come from?

1. Client data. The information that we have built up on our client database has been collated from enquiries and information available within the public domain. Telephone and Emails are recorded as part of our customer relationship management. As we do not buy in generic data all clients or prospects have volunteered the information to us. It is a legal requirement to hold client data and transaction records.
2. Suppliers of goods and services have been sourced over the course of general business. Transactional data is held as a legal requirement.
3. The company holds details of staff working within the business, for legal and payroll purposes.

Privacy Policy

A privacy policy appears on all webpages relevant to the capture of data. Byzas Research will never share personal information with a third party. In addition we do not buy in personal data from third parties, nor see the need to in future.

Individuals Rights

All data subjects have the right to be removed from our records at any time, this excludes where legal obligations require the retention of records. However should an individual make a request to be removed from a database the details should be shared with all staff members to ensure complete removal from all systems.

Subject Access Requests

Should any individual wish to see the data that we hold on them, they have the right to make a subject access request. This will be actioned by the Directors of Byzas Research Limited.

Consent

All data subjects held by Byzas Research have consented to the data being held.

Children

Byzas Research do not currently hold personal data on children. Addition information and immediate review of this document would be required in the event that this changed.

Data Breaches

In the event of a data breach being suspected the Directors of Byzas Research should be informed immediately. The Directors will enlist whatever expertise necessary to ensure that individuals are contacted whilst implementing a crisis management plan. This may involve taking IT systems offline.

Data Protection Officer

Our data protection officer is Phil Watson. All matters relating to this document should be referred to phil.watson@byzas.co.uk

International

Whilst Byzas Research have clients across Europe our lead data protection supervisory authority is the ICO of England and Wales.