

envirosense®

UK Data Security, Privacy & Protection Policy

Document Ref.	DR-011
Date of Approval	3 Jan 2025
Version	1
Document Owner	Robin Askey
Approval Signature	

UK Data Security, Privacy & Protection Policy

This policy outlines EnviroSense's commitment to data security and protection in compliance with the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, and other relevant UK laws. It establishes guidelines for handling, storing, processing, and protecting personal and sensitive data.

Our Commitments

- **Compliance with UK GDPR Principles**

EnviroSense adheres to the seven principles of the UK GDPR:

1. Lawfulness, Fairness, and Transparency: Data is processed legally, fairly, and transparently.
2. Purpose Limitation: Data is collected for specific, explicit, and legitimate purposes.
3. Data Minimisation: Only necessary data is collected and processed.
4. Accuracy: Data must be accurate and up to date.
5. Storage Limitation: Data is retained only for as long as necessary.
6. Integrity and Confidentiality (Security): Appropriate security measures are in place to protect data.
7. Accountability: EnviroSense is responsible for demonstrating compliance with data protection laws.

- **Accountability**

We have a Data Protection Officer (DPO) who is responsible for overseeing compliance with data protection laws. We also have an IT Security Advisor who implements technical and organisational security measures. All employees are required to follow this policy and report any data breaches immediately.

- **Data Security Measures**

We employ role-based access to sensitive data and encrypt personal data. We secure our data securely using Box and Microsoft SharePoint, not on computer hard drives. We have implemented a number of network security measures including firewalls, intrusion detection and multi-factor authentication. We have Endpoint security controls on company devices and a secure office premises with restricted access.

- **Data Processing and Sharing**

Data is only processed where necessary and legally justified. We will use your information for purely business purposes, including delivering any services or information requested by you and handling account enquiries. There is no EnviroSense data transfer to non-UK entities.

- **Personal Information Collection**

We endeavour to collect and use your personal information only with your knowledge and consent, typically when you use our services, make enquiries, register for information, or submit a job application. The type of personal information we collect could include, for example, your name and postal address, telephone number and email address. If you choose to provide us with personal information, it will be used only to support the intended purposes stated at the time it was collected, such as providing a quotation or service. From time to time, we may also use your information to email you our newsletters.

- **Non-Personal Identifying Information**

We may also collect non-personal identifying information about your visit to our websites based on your browsing activities. We use Google Analytics to collect standard internet information and details of visitor behaviour patterns. This information may include the pages you browse and services viewed to find out details such as the number of visitors to the various parts of the site. This information is processed in a way which does not identify anyone. We do not make and do not allow Google to make any attempt to find out the identities of those visiting our website. This helps us to manage better and develop our sites, to provide you with a more enjoyable, customised service and experience in the future, and to help us grow and deliver better services tailored to your interests and needs.

- **Data Breach Management**

Any data breach is to be reported to the DPO immediately. Breaches are to be assessed within 72 hours for regulatory reporting. Affected individuals will be notified if required.

- **Data, Information Retention and Disposal**

To ensure that we meet our legal data protection and privacy obligations, we only keep your information for as long as necessary for the purposes we acquired it for originally. In most cases, we will keep your information for as long as you continue using our services. After that, we will delete it, except where we are required to keep any data for audit or legal reasons. Any paper documentation is shredded to make it illegible for reading. Electronic data is deleted, and we can confirm deletion with you.

- **Compliance and Monitoring**

We carry out regular security verification and validations as well as penetration testing. We ensure employee training on data security best practices. We carry out disciplinary action for policy violations.

- **Access to Your Data**

You can write to us at any time to obtain details of the personal information we may hold about you under the General Data Protection Regulation 2018 and to request rectification of inaccurate personal information. Please write to The Directors at info@envirosenseltd.co.uk. Please quote your name and address with your mobile number and email address. We would be grateful if you could provide brief details of what information you want a copy of (this helps us locate your data more readily). We will take all reasonable steps to confirm your identity before providing details of any personal information we may hold about you.



Implementation and Accountability

Our team is responsible for ensuring the implementation and enforcement of this data security, privacy and protection policy. This policy is reviewed annually.