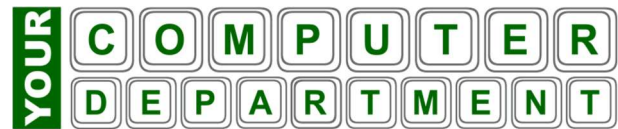Your Computer Department

GDPR AND CYBERSECURITY POLICY

VERSION 1.0

13TH MARCH 2024

GDPR and Cybersecurity Policy

Introduction

- *This policy outlines the commitment of Your Computer Department to protect the privacy, integrity, and availability of data in accordance with the General Data Protection Regulation (GDPR) and contemporary cybersecurity best practices. As a small, agile team, we prioritize efficient and effective measures to safeguard our clients' data.*

Scope

- *This policy is applicable to all operations of Your Computer Department, including our subcontracted support engineers, and covers all forms of data processing and cybersecurity practices.*

Data Protection Principles

- ***Lawfulness, Fairness, and Transparency:*** *We process personal data lawfully and transparently, ensuring fairness to the data subjects.*
- ***Purpose Limitation:*** *Data collection is solely for specified, legitimate purposes and not processed further in a way incompatible with those purposes.*
- ***Data Minimization:*** *We limit data collection to what is necessary in relation to the processing purposes.*
- ***Accuracy:*** *We strive to keep personal data accurate and up to date.*
- ***Storage Limitation:*** *Data is retained only as long as necessary for the processing purposes.*
- ***Integrity and Confidentiality:*** *We ensure appropriate security of personal data, protecting it against unauthorized or unlawful processing and accidental loss or destruction.*

Cybersecurity Measures

- ***Access Control:*** *We maintain strict access controls to ensure only authorized personnel access client systems.*
- ***Data Encryption:*** *Data, in transit and at rest, is encrypted to safeguard against unauthorized access.*
- ***Regular Audits:*** *We conduct bi-annual audits to evaluate and enhance our cybersecurity measures.*
- ***Incident Response Plan:*** *An effective response plan is in place to address any data breaches or cyber threats promptly.*

Remote Access Policy

- ***Authorized Use:*** *Remote access to client systems is strictly for providing support and maintenance services.*
- ***Consent:*** *We always obtain explicit consent from clients before any remote access.*
- ***Logging and Monitoring:*** *All remote sessions are logged and monitored for compliance and quality assurance.*

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- ***Data Integrity:*** *We ensure client data integrity is maintained during remote support.*

Rights of Data Subjects

- *We respect the rights of data subjects under GDPR, including access, rectification, erasure, restriction of processing, and data portability.*

Responsibility and Governance

- ***Training:*** *Our team regularly updates their knowledge on GDPR compliance and cybersecurity.*
- ***Policy Review:*** *This policy is reviewed bi-annually and updated as necessary to remain compliant and effective.*

Contact Information

- *For any inquiries or concerns regarding our data protection and cybersecurity practices, please contact us using the contact details available on the web site at* https://yourcomputerdepartment.co.uk

Declaration

- *Our clients' agreement to these terms is required for the use of our services, assuring mutual commitment to data security and privacy.*

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