



# LJR Engineering Project Services

## Data Protection Policy



**LJR Engineering Project Services Ltd**

Unit BIC 210, Arise, Alan Cherry Drive

Chelmsford, Essex CM1 1SQ

Registered in England & Wales No. 6287897

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## 1. Background

For business to be conducted, LJR Engineering Project Services Ltd is required to attain information about personnel with whom it deals with to carry out its business activities. Under the Data Protection Act it is the company's responsibility to protect the personal information held by the business.

## 2. Scope

This Policy applies to all employees working for and on behalf of LJR Engineering. It applies to all Personal Data, whether held on paper or electronically via computers, laptops, and mobile phones.

## 3. Policy Statement

LJR Engineering will only hold Personal Data that is necessary to carry out its business activities. Personal Data will be ensured to be relevant, accurate and kept up to date. Records and information will only be retained where there is a business need to do so and will not be kept for longer than necessary.

## 4. Security Assurances

We will ensure that:

- Electronic devices are password protected
- Software is password protected
- IT equipment is firewall protected
- Software is updated to ensure the latest security updates are applied
- Server access is restricted to those with authorisation
- A secure filing system is maintained for hardcopy documents

## 5. Culture

We will ensure that:

- Records and information will be destroyed when they are deemed no longer necessary to business purposes
- Employees are involved and are trained in the implementation of this policy



Signed: Lee Roberts

Position: Director

Reviewed: 19/04/2024