



Data Protection Policy

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www.vikingsecuritynwltd.co.uk

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Purpose

Viking Security NW Limited is committed to protecting personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, process, store, and protect personal data to ensure security and confidentiality.

Scope

This policy applies to all employees, contractors, and third parties who handle personal data on behalf of Viking Security NW Limited.

Data Protection Principles

Viking Security NW Limited adheres to the following principles when processing personal data:

- **Lawfulness, Fairness, and Transparency:** Data is processed legally, fairly, and in a transparent manner.
- **Purpose Limitation:** Data is collected for specific, legitimate purposes and not further processed in an incompatible manner.
- **Data Minimisation:** Only necessary and relevant data is collected and processed.
- **Accuracy:** Data is kept accurate and up to date.
- **Storage Limitation:** Data is retained only as long as necessary for its intended purpose.
- **Integrity and Confidentiality:** Data is processed securely to prevent unauthorised access, loss, or destruction.

Data Collection and Processing

- Personal data is collected only for legitimate business purposes and with appropriate consent where required.
- Data subjects are informed of their rights, the purpose of data collection, and how their information will be used.
- Special category data is processed with additional safeguards and only where necessary.

Data Security

- Access to personal data is restricted to authorised personnel only.
- Appropriate technical and organisational measures are implemented to protect data from breaches.
- Data encryption, firewalls, and secure storage systems are used to safeguard information.

Data Subject Rights

- Viking Security NW Limited respects the rights of individuals regarding their personal data, including:
- The right to access their data.
- The right to rectification of inaccurate data.
- The right to erasure (subject to legal obligations).
- The right to restrict processing.

- The right to data portability.
- The right to object to processing.

Data Sharing and Third Parties

- Personal data is not shared with third parties unless legally required or with consent.
- Contracts with third-party processors include data protection clauses to ensure compliance.
- International data transfers comply with relevant data protection laws.

Data Breach Management

- Any data breaches will be reported to the Data Protection Officer (DPO) immediately.
- Breaches will be assessed, and where necessary, reported to the Information Commissioner's Office (ICO) within 72 hours.
- Affected individuals will be notified if their rights or freedoms are at risk.

Compliance and Training

- Employees receive regular training on data protection policies and best practices.
- Compliance with this policy is monitored through internal audits and assessments.
- Non-compliance may result in disciplinary action.

Policy Review

- This policy is reviewed annually or when significant changes occur in data protection laws or business operations.

For further information, please contact the Data Protection Officer at Viking Security NW Limited.

Effective Date: 16th January 2025

Approved By: Jim Moseley (Director)