

TTSL Protection of Customer Personal Information Policy

Taylor Technology Systems Limited (TTSL) are registered with the Information Commissioners Office (ICO) to hold information of a personal nature on clients for business purposes.

The DPA classifies some personal information as being sensitive, which by its very nature has stricter rules to adhere to.

Sensitive information includes, race, ethnicity, political opinions, religion or similar beliefs, trade union membership, physical or mental health conditions, sexual orientation, and offences (including those pending) whether alleged or committed.

No sensitive information apart from medical and alleged or committed offences is held by TTSL. This information, used with the individuals consent is used by TTSL to discharge its duties as a NACOSS NSI Gold Security Member e.g. to undertake staff vetting in accordance with BS 7858:2012.

With regards to any none sensitive personal information held by TTSL, the Data Protection Act (DPA) has underpinning principles that TTSL must comply with

Those principles are:

1. Personal Information (PI) shall be processed fairly, lawfully and provided it is necessary for the purposes of legitimate business interests e.g. pursuing new business opportunities
2. Personal Information shall be obtained only for the specified purpose of customers and shall not be processed further in any manner incompatible with that purpose
3. Personal Information shall be adequate, relevant and not excessive to the purpose for which it was processed
4. Personal Information shall be accurate and where possible kept up to date
5. Personal Information shall not be retained for any longer than is necessary
6. Personal Information shall be processed in accordance with the data subject's rights.
7. Information of a personal nature will be provided upon requesting made in writing from the individual to which such data refers.
8. Sensitive and personal Information is securely stored both electronically and in hard document format by TTSL to prevent unauthorised access to an individual's information
9. TTSL does not permit or store disparaging or unprofessional remarks about individuals

Mark Taylor
Taylor Technology Systems Limited
Managing Director

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