

General Data Protection Regulation (GDPR) Policy

ERP Security Ltd

1. Introduction At ERP Security Ltd ("the Company"), we are committed to ensuring the privacy and security of personal data in compliance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This policy outlines our approach to data protection and our responsibilities to safeguard personal information.

2. Scope This policy applies to all employees, contractors, and stakeholders who handle personal data as part of their association with ERP Security Ltd. It covers all data subjects, including clients, suppliers, and employees.

3. Definitions

- **Personal Data:** Any information relating to an identifiable individual.
- **Data Controller:** The organisation that determines the purposes and means of processing personal data.
- **Data Processor:** The entity that processes data on behalf of the Data Controller.
- **Processing:** Any operation performed on personal data, such as collection, storage, use, or destruction.

4. Principles of Data Protection ERP Security Ltd adheres to the following principles when processing personal data:

1. **Lawfulness, fairness, and transparency:** Data shall be processed lawfully, fairly, and in a transparent manner.
2. **Purpose limitation:** Data shall be collected for specified, explicit, and legitimate purposes.
3. **Data minimisation:** Data collected shall be adequate, relevant, and limited to what is necessary.
4. **Accuracy:** Data shall be accurate and kept up to date.
5. **Storage limitation:** Data shall not be kept for longer than necessary.
6. **Integrity and confidentiality:** Data shall be processed securely to prevent unauthorised access or breaches.

5. Roles and Responsibilities

- **Data Protection Officer (DPO):** The DPO oversees compliance with GDPR, provides guidance, and acts as the point of contact for data subjects.

- **Employees:** All staff members are responsible for adhering to this policy and ensuring they process data in compliance with GDPR.

6. Legal Basis for Processing ERP Security Ltd processes personal data based on the following legal grounds:

- **Consent:** Where the data subject has given clear consent for specific purposes.
- **Contract:** To fulfil contractual obligations.
- **Legal obligation:** To comply with legal or regulatory requirements.
- **Legitimate interests:** Where processing is necessary for the legitimate interests of the Company, provided it does not override the rights of the data subject.

7. Data Subject Rights Data subjects have the following rights:

- The right to be informed about how their data is being used.
- The right of access to their personal data.
- The right to rectification of inaccurate data.
- The right to erasure ("right to be forgotten").
- The right to restrict processing.
- The right to data portability.
- The right to object to processing.
- Rights related to automated decision-making and profiling.

8. Data Breaches ERP Security Ltd has a procedure in place to handle data breaches. In the event of a breach:

1. The breach will be reported immediately to the DPO.
2. Affected individuals will be notified if their data is at risk.
3. The breach will be reported to the Information Commissioner's Office (ICO) within 72 hours, where applicable.

9. Data Retention Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected. ERP Security Ltd has a retention schedule to ensure compliance with this principle.

10. Data Transfers Transfers of personal data outside the UK or EEA are only conducted where adequate safeguards are in place to protect the data.

11. Training All employees of ERP Security Ltd will receive regular training on GDPR compliance and data protection practices.

12. Review of Policy This policy will be reviewed annually or as required to ensure continued compliance with GDPR and any changes in legislation.

Contact Details For questions or concerns regarding this policy, please contact:

ERP
SECURITY LTD