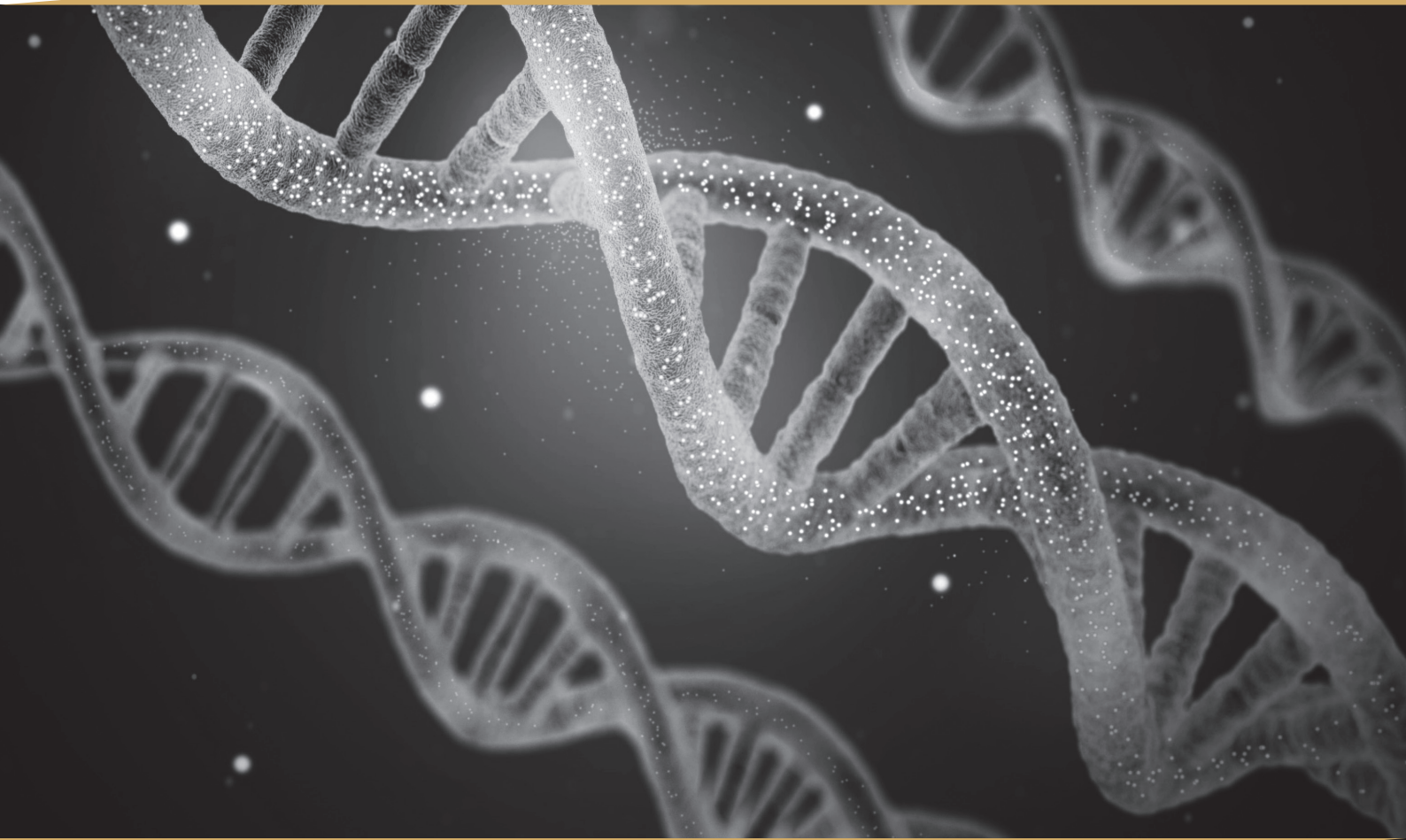




PASSION
FOR
INNOVATION



NGN

Data Protection – Code of Practice



DATA PROTECTION - CODE OF PRACTICE

The aim of this Code of Practice is to ensure each employee of NGN has an understanding of the concepts of Data Protection and is aware of their own responsibilities. This will assist NGN in its compliance with all Data Protection legislation. This policy applies to all information generated or obtained by NGN, which contain personal information relating to individuals. Personal data means data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller.

NGN employees and customers are entitled to know that their information is being processed for legitimate purposes and disclosed only where permissible by law. NGN will undertake to ensure compliance with the eight principle rules of Data Protection as follows:

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under Data Protection legislation.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.



RESPONSIBILITY OF EMPLOYEES OF NGN

All employees of NGN have a duty to ensure compliance with the principles of Data Protection and undertake to follow the provisions of this Code of Practice in accordance with the organisation's stated policy and procedures. Each employee is charged with the responsibility of ensuring that any data that they access, manage and control as part of their daily duties is carried out in accordance with the

Data Protection Acts and this Code of Practice. Employees found in breach of the Data Protection rules may be found to be acting in breach of or, in certain circumstances, committing an offence under the Data Protection Acts 1988, 2003 and the GDPR 2018. All current and former employees of NGN may be held accountable in relation to all data processed, managed and controlled by them during the performance of their duties whilst in employment with NGN.

Managers have a particular responsibility to train staff and ensure that they are aware of and meet the requirements of NGN's data security policies. NGN will ensure that information to allow staff and managers to fully comply with this Code of Practice will be freely available at all times.

NGN undertakes to ensure that all employees are appropriately trained to enable them to comply with all the requirements of this Code of Practice and its associated policies.

NGN undertakes to regularly review its policies and procedures relating to Data Protection and GDPR to ensure continued compliance with current legislation.

NGN business dealings will be governed by its Data Protection Policy and the Data Processing Agreement.



NGN

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