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DATA PROTECTION POLICY

Worldwide International Ltd T/A Publiship needs to gather and use certain information about individuals. These can include customers, suppliers, employees and any other people that the company may need to deal with in going about its usual business.

This policy describes how this personal data must be collected, handled and stored to meet the company's data protection standards and to comply with current legislation.

Data Protection Act applies to data whether it is stored electronically, on paper or in another form.

We are to comply with the following core principles. Personal data mus...

- 1 Be processed fairly and lawfully
- 2 Be obtained only for specific, lawful purposes
- 3 Be adequate, relevant and not excessive
- 4 Be accurate and kept up to date
- 5 Not be held for any longer than necessary
- 6 Processed in accordance with the rights of data subjects
- 7 Be protected
- 8 Not be transferred outside the EEA unless that country or territory has an adequate level of protection.

Staff Guidelines

The only people able to access data covered by this policy should be those who need it for their work.

Data should not be shared informally. Confidential information should be requested from managers.

Worldwide International Ltd T/A Publiship will provide training to all employees to help them understand their responsibilities when handling data.

Computer screens should be kept locked when left unattended.

Employees should protect data using strong passwords and they should not be shared.

Personal data should not be disclosed to unauthorised people either internally or externally.

Data should be reviewed regularly and if not required deleted.

Employees should request help if unsure about their role in any aspect of data protection.

Confidential Paper records should be stored in locked drawers or filing cabinets, employees should ensure they do not leave confidential records on printers or anywhere else where unauthorised people may see them.

Archives should be labelled and stored in the walk in safe by Sam's office.

When no longer required files should be shredded either in bulk as part of our archive disposal or individually with the small shredder.

Electronic records should be protected from unauthorised access, accidental deletion and malicious hacking attempts.

Use strong passwords and change them regularly, do not share them.

Data stored on pen drives, or discs should be kept secure when not being used.

Data should only be stored on designated drives and servers and should only be uploaded to approved cloud storage – if in doubt speak to Sue or Paul.

Data should be backed up frequently.

Personal data files should be password protected and servers sited in a secure location.

Personal data files should not be saved directly to a laptop or other mobile device.

Personal data files should not be saved to a personal computer, they should always be saved to the central file.

Data files should be kept accurate and up to date.

Servers should be protected with security software and a firewall.

Whilst we hold very little personal information about our clients, colleagues and suppliers it is important that everyone is aware that they have access to any personal information that we hold.

They can ask what is held and why, how to gain access to it, how to keep it up to date, how the data is protected.

If you are asked to supply anything you should discuss with Sam or Sue before disclosing any personal information in order to ensure the request is genuine and that the correct guidelines are followed.

Similarly requests from official agencies for example the police, should be referred to Sam or Sue.

IF YOU ARE CONCERNED THAT DATA HAS BEEN COMPROMISED SPEAK TO PAUL URGENTLY.

Sue Kelly

Last reviewed Feb 2023

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