

Data Protection & Data Use Policy

Lime Consultancy, Lime Commercial Finance, and Lime Business Solutions are trading names of 'Lime Coaching and Consultancy Limited'. Registered in England, Company Number 7975038

Eight Data Protection Principles

Whenever collecting information about people Lime Consultancy agrees to apply the Eight Data Protection Principles;

1. Personal data should be processed fairly and lawfully
2. Personal data should be obtained only for the purpose specified
3. Data should be adequate, relevant and not excessive for the purposes required
4. Accurate and kept up-to-date
5. Data should not be kept for longer than is necessary for purpose
6. Data processed in accordance with the rights of data subjects under this act
7. Security: appropriate technical and organisational measures should be taken unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data
8. Personal data shall not be transferred outside the EEA unless that country or territory ensures an adequate level of data protection

Working from home;

1. Lime Consultancy keeps note of which staff take work home with them
2. If working on something at home and at work try to keep both sets of information pretty much up to date
3. Home computers should have records removed once project/work records no longer needed at home
4. Staff agree to try to keep work taken home relatively secure, to return all work related material upon the completion /termination of their contract; and organisation should be informed if information has got into wrong hands

Security Statement

Lime Consultancy has taken measures to guard against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage. This includes;

1. Adopting an information security policy (this document is our policy)
2. Taking steps to control physical security (projects and staff records are all kept in a locked filing cabinet)
3. Putting in place controls on access to information (data backed up via Google Drive, password protection used on files) and taking reasonable action to correct breaches of security should they occur
4. Establishing a business continuity/disaster recovery plan (Lime Consultancy takes regular back-ups of its computer data files and this is stored securely at Google, away from the office at a safe location)
5. Training all staff on security systems and procedures
6. Detecting and correcting breaches of security should they occur

Lime Consultancy has registered with The Information Commissioners Office (ICO) with regard to meeting its requirements for data protection under the category of being a 'Tier 1 Consultant operating in the UK'. Our licence number is Z3450620.

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