22/05/2018

**DATA PROTECTION RISK ASSESSMENT:**

SECURITY OF DATA:

* Data is stored on cloud based systems within G-suite and Xero. Both G-suite and Xero have high security levels within this system as part of the packages we pay for, we have checked this security is updated in accordance with the new legislation for GDPR.
* Any data that is downloaded onto a personal computer is subsequently erased and not stored on pc’s or laptops.
* No data that is not required for business is kept.
* Hard copies of data are not kept, disposal is by method of shredding.
* On-line access is not open, it is controlled in two ways. Data on our cloud system is only accessible by personnel with both a 1215 Heritage Homes Ltd email and further by the administrator sharing the file. Passwords are changed regularly.
* Electronic devises have anti-virus software installed.
* Staff have been trained on GDPR compliance.

TYPE OF DATA:

* The minimum data is kept to enable business between 1215 Heritage Homes Ltd and the person whos data is kept.

BREACH OF SECURITY:

* Should such a breach arise through G-suite or Xero systems, 1215 Heritage Homes Ltd will be responsible to report the breach and fully investigate how it has arised.

REMOVAL OF OLD DATA AND REMOVING OF DATA AT REQUEST

* Unless the data is still relevant, it shall be removed from our systems.

SUPPLY OF DATA TO THE PERSON

* If a customer requests a copy of their data held by us, a security check will be done to make sure they are the person whom the data is kept.
* The data will be provided to the requesting person within one month
* No charge will be made for this.