

## **Big Fish Films NI Ltd - Data Protection Policy**

Anticipating the new General Data protection Regulation (GDPR), coming into law on 25<sup>th</sup> May 2018, Big Fish Films Ltd has been gearing up for some anticipated changes to working practices. Mindful that high-profile security breaches have increased public concern about the handling of personal information, and that some 80% of security incidents involve staff, we recognize that there is a clear need for all workers to have a basic understanding of the Data Protection Act 1998 (DPA) - and of the amended GDPR soon to come into force.

We have limited resources to devote to staff training but we have determined to put in place a simple and practical protocol for staff with duties such as marketing, computer security and database management. This protocol will take the following form:

### **1. Keeping personal information secure**

Staff and even those temporarily engaged to work within or for the company will be required to:

1. To keep passwords secure - change regularly, no sharing?
2. To lock / log off computers when away from their desks?
3. To dispose of confidential paper waste securely by shredding?
4. To prevent virus attacks by taking care when opening emails and attachments or visiting new websites?
5. To work on a 'clear desk' basis - by securely storing hard copy personal information when it is not being used?
6. To be aware that visitors should be signed in and out of the premises, or accompanied in areas normally restricted to staff?

Staff members will be provided with the Data Protection Training checklist for small and medium sized organisations 20160202 Version: 1.3 provided by the Information Commissioners Office.

### **2. Recommendations will include knowing how to:**

1. Position computer screens away from windows to prevent accidental disclosures of personal information?
2. To encrypt personal information that is being taken out of the office if it would cause damage or distress if lost or stolen?
3. To keep back-ups of information?

### **3. The need to meet the expectations of clients and employees**

We shall make our staff aware that they should:

1. collect only the personal information they need for a particular business purpose?
2. explain new or changed business purposes to customers and employees, and to obtain consent or provide an opt-out where appropriate?

3. To update records promptly - for example, changes of address, marketing preferences?
4. To delete personal information the business no longer requires?
5. Be aware that they commit an offence if they release customer / employee records without your consent?
6. Be alert to any workplace monitoring that may be in operation?

**4. Disclosing customer personal information over the telephone**

We shall ensure that our staff know:

1. To be aware that there are people who will try and trick them to give out personal information?

Signed



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Eoin O'Callaghan, Director