



## DATA PROTECTION

### INFORMATION CLASSIFICATION AND TRANSFER POLICY

---

We are aware that in today's world the protection of data and information is a fundamental element to personal and corporate security and we have an obligation to ensure the data we capture and store relating to members of the public, our staff, customers and associated parties is respected, used correctly, stored securely and disposed of in a timely and secure manner.

Please be assured therefore that all data captured and retained by our company is managed in accordance with the following 8 recognised principles of data protection:

- It will be fairly and lawfully processed
- It will be processed for limited purposes
- It will be adequate, relevant and not excessive
- Remain accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Securely captured and retained
- Not transferred to other countries without adequate protection

Accordingly, NE Parking Ltd has adopted this information classification and transfer policy to help manage and protect its information assets.

Any individual or corporation has a right to access and view any data we hold relating to them and we uphold this right at all times. Access will be made available within 40 days of request

Please apply to the office for more information on how to access this information if required.

NE Parking Ltd is registered with the Information Commissionaires Office and complies with all relevant legislation and regulation in respect of capturing, sharing, retaining, protecting and disposing of your data.

All NE Parking Ltd associates share the responsibility for ensuring that information assets receive an appropriate level of protection by observing this policy. This can be achieved by the adoption of their own internal Policy providing it is of a similar nature.

Should anyone have any concerns regarding data protection or the practices we utilise please bring these concerns (in writing wherever possible) to the immediate attention of Nicola Lloyd who is located at the Head Office address at the foot of this document.



## Data Classification

All company information and all information entrusted to third parties falls into one of three classifications in the table below, presented in order of increasing sensitivity.

Those that fall under 'Restricted' and / or 'Confidential' require line management approval prior to modifying or destruction. Should they be mis-routed for any reason this shall be reported to senior management as soon as possible.

Company managers shall be responsible for assigning classifications to information assets according to the standard information classification system presented below in the attached table.

**All Restricted/Confidential documents should be identified as such in the footer.**

## Revision History

Version Date	Updated By	Change
1 <sup>st</sup> March 2016	Nicola Lloyd	Policy Approved
1 <sup>st</sup> March 2017	Nicola Lloyd	Policy Approved
1 <sup>st</sup> March 2018	Nicola Lloyd	Policy Approved

This is the Policy of NE Parking Ltd of: 29 – 33 Lowthian Road, Hartlepool, TS26 8AL and any comment should be refereed in writing to that address for the attention of the Office Manager (Data Controller)

# NE PARKING LTD



Information Category	Description	Examples	Storage	Disposal	Transfer
Unclassified Public	Information is not confidential and can be made public without any implications for the company. Loss of availability due to system downtime is an accepted risk. Integrity is important but not vital.	Web site information Product brochures / Introductory Letters External Newsletters & Marketing Material Financial Reports required by regulatory authorities	Un-restricted	Re-cycle / Delete	Post and Email
Restricted	Information is restricted to management approved internal access and protected from external access. Unauthorised access could influence the company's operational effectiveness, cause an important financial loss, provide a significant gain to a competitor, or cause a major drop in client or public confidence. Information integrity is vital. This also includes information received from clients in any form for processing. The original copy of such information must not be copied or changed in any way.	Operating Procedures / Software User guides Passwords All Company-developed software programming code Company Database Supplier SLA	Restricted Access	Shred/ Delete	Post, Email & File Transfer Protocols
		<b>Clients</b> Customer information (Contact information etc.). Customer Customer SLA	Restricted Access	Shred/ Delete	Post, Email & File Transfer Protocols
Confidential	Information collected and used by NE Parking Ltd in the conduct of its business to: Employ people, DVLA information necessary to process parking notices, Any data received from members of the public. Access to this information is very restricted within the company. The highest possible levels of integrity, confidentiality and restricted availability are vital.	Salaries and other personnel data Accounting data and internal financial reports Confidential customer data and confidential contracts (Client Parking Contracts) Vehicle Ownership data (Names and Address) Bank details from members of the public Non-disclosure agreements with third parties Company business plans and budgets Data Back Ups	Restricted Access	Shred/ Delete	Email & File Transfer Protocols