

Michael J Dodden & Co – General Data Protection Regulation (GDPR) – May 2018

Client Records

1. When engaging with a new client we firstly have a meeting and the client must sign and return an engagement letter, which includes a paragraph regarding GDPR. This copy is then held on record. We also, if applicable, get authorisation from the client to act on their behalf with HM Revenue & Customs.
2. All client information received on the computer is stored on our server which is maintained by Indigo Group based in Taunton and they have shown they are compliant with GDPR.
3. To access the information on the server you require a username and password to log in which is only known by the individual user and Ben Cleaveley, one of the partners.
4. All client information received that is tangible is stored in our offices which are secure and locked when no one is in the premise.
5. An annual review is taken place in February of all electronic records and hard records held on clients. If the information is no longer required, this is either sent back to the client or destroyed. We are required to hold onto records for a minimum of 7 years by HM Revenue & Customs. For existing clients, we will hold older information which is variable on the client.
6. None of our client information is ever shared with any third party unless with we have been advised to do so by the client. Clients information is discussed with HM Revenue and Customs, if required, but this is consensual by the client per note 1.
7. If documentation is emailed to any outside sources that contains data of a client than the excel spreadsheet or PDF documents will be password protected and no sensitive information will be included in the body of the email.

Staff Records

1. Staff personal data is held for payroll and HR purposes.
2. The information received is required and it is stated in the client contracts which must be signed and returned. It is also stated on the staff handbook which is available for all staff.
3. All staff information held electronically is on our server which is maintained by Indigo Group based in Taunton and they have shown they are compliant with GDPR.
4. To access the information on the server you require a username and password to log in which is only known by the individual user and Ben Cleaveley, one of the partners. You then require the username and password for the Sage software which only Ben Cleaveley knows.
5. All staff information received that is tangible is stored in our offices which are secure and locked in a filing cabinet.
6. Any employee's information who have left is stored for the required time by HMRC then destroyed.
7. For individuals who apply for jobs, but are unsuccessful, we destroy their information supplied 6 weeks after completing the recruitment process.