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**Vizor Computing**

**Data Protection Policy**

Vizor Computing holds contact information data on business and private customers. This information will be stored on various platforms and systems for contacting members regarding the operation and administration of Vizor Computing.

The information will be postal addresses, email addresses and telephone numbers of business and private customers to allow communication between Vizor Computing and customers for business purposes.

This policy applies to all electronic and paper versions of this information and the various storage mechanisms used to retain this information. This may be personal computer systems, cloud storage systems and online services such as Sage Accounting and Joomla content management system.

Vizor Computing are responsible for processing this data and ensuring it is stored in the correct format on the correct media.

The main data risks are from viruses and malware that may affect the personal computer systems where this data is held, or online attack of the services used to store the data, such as Sage Accounts and Joomla.

Key precautions to prevent data breach are updated anti-virus software on all personal computers used to store data and using trusted providers for cloud services where data is held (e.g. Sage Accounts, Joomla, Google Drive etc.)

Data stored in the cloud is backed up by the relevant organisations internal mechanisms. All data stored on personally owned devices will be backed up using removable media such as external hard drives or USB memory sticks. Cloud backup may also be used to back up data.

Data is kept accurate by regular communication with customers, this may take the form of electronic newsletters or postal mailings to confirm with customers that their details are up to date.

Data will be deleted upon request from an individual or after 5 years, unless otherwise requested by the individual whose data it is.

If an individual makes a request to see their data, this will be provided to them in electronic format within 5 working days. If the individual does not have access to electronic communication methods, then the request will be responded to by post within 10 working days.

Vizor Computing will not disclose data to other organisations or parties without obtaining written consent from the individual concerned.

Any changes to data storage methods or locations of stored data will be communicated to members by electronic mail, in cases where the individual does not have access to electronic communication methods, this information will be communicated by post in 10 working days.

Adam Collett of Vizor Computing will be responsible for communicating any data breach to the Information Commissioners Office (ICO).