

Security Policy

1. Software and apps

- a. We only use mainstream software and apps from established companies who have data privacy and security policies in place.
- b. We update the software when updates are available.
- c. We use Multi Factor Authentication wherever it is available.
- d. We encrypt data as and when necessary.
- e. We select software with data security in mind.

2. Equipment

- a. We select equipment with data security in mind.
- b. We securely dispose of equipment and make sure personal data is properly removed.

3. Minimisation

- a. We only collect minimum amount of personal data we need.

4. Data Sharing

- a. We restrict which team members view personal data to the minimum necessary for them to do their job.
- b. We contract our team members for data security and confidentiality.

5. Checking

- a. We check and monitor whether our policies are being followed.

We revise and update our policies and procedures as necessary.