

Choosing the right company: keeping the right side of the law



Keeping information secure is not only a business priority – it is also a legal requirement. Our number one priority is the protection of your business information. We operate an information management system (IMS) which is audited to ISO27001 and incorporates all the requirements of a 'data controller' as set out in current legislation such as the Data Protection Act (UK) 1998.

The DPA states that, at all times, personal data should be processed fairly and lawfully by data controllers. It must be:

- Only collected for a specific purpose
- Kept secure at all times
- Maintained and kept up to date
- Retained for as long as it is required.
- Destroyed in a manner that prevents any unauthorised access

Topwood is a registered data processor to handle data on behalf of data controllers. We have a safe 5 step **chain of custody** that ensures we fulfil your legal obligations:

We guarantee:

- Our data destruction services and procedures meet **EN15713**
- All staff are **security vetted** (BS7858) and trained to handle sensitive data
- To provide secure **containers and consumables** for the collection of confidential waste
- **Onsite shredding** so you can watch the destruction of confidential information
- A **Certificate of Destruction** for every batch destroyed.

Whilst the DPA requires data controllers to securely destroy personnel data, consideration must be given to other legislation that governs the rules for document retention prior to secure disposal. Regulatory document retention periods are in place for employment and PAYE records, VAT records, insurance details.

For help and advice on the development of data management and retention policies see:

Helpful resources available at topwoodltd.co.uk/resource-centre
Z7108378

DPA Registration Number

TOPWOOD
STORAGE • SCANNING • SHREDDING

