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The Old Rectory, Springhead Road,
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Chess Wise Limited – Data Security Policy

Version: 1.0

Effective Date: January 2025

Reviewed By: Graham Foster, Operations

Next Review Date: January 2026

1. Purpose

This Data Security Policy outlines how Chess Wise Limited protects company data from unauthorized access, loss, or compromise. It ensures compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other relevant laws.

2. Scope

This policy applies to all employees, contractors, and third parties who access, manage, or store data on behalf of Chess Wise Limited. It includes all forms of data: digital, printed, verbal, or otherwise.

3. Definitions

Personal Data: Any information relating to an identified or identifiable individual.

Confidential Data: Sensitive business or client information not intended for public disclosure.

Data Breach: A security incident leading to accidental or unlawful destruction, loss, alteration, or access to data.

4. Roles and Responsibilities

Data Protection Officer (DPO): Graham Foster, Operations – Ensures compliance with data protection regulations.

System Administrator: Implements and maintains technical security measures.

Employees: Must adhere to the data security measures outlined in this policy.

5. Data Security Measures

5.1 Access Control

Use of strong passwords and multifactor authentication (MFA).

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Access granted on a "least privilege" basis.

Automatic screen lock after 10 minutes of inactivity.

5.2 Data Encryption

All sensitive data must be encrypted in transit (e.g., TLS) and at rest (e.g., AES-256).

Use of approved encryption tools only.

5.3 Physical Security

Secure access to offices and server rooms.

Paper records stored in locked cabinets.

5.4 Device and Endpoint Security

Company-managed antivirus and firewall software must be active.

Laptops and mobile devices must be encrypted and password-protected.

Lost/stolen devices must be reported immediately to DPO.

6. Data Handling and Storage

Data must only be stored on approved systems (e.g., MS365 OneDrive cloud platform compliant with UK GDPR).

Regular data backups must be performed and securely stored.

Personal data must not be transferred outside the UK/EEA without appropriate safeguards.

7. Incident Response and Breach Notification

All data breaches must be reported to the DPO within 24 hours.

The DPO will assess and report serious breaches to the ICO within 72 hours, if required.

An incident log must be maintained for audit purposes.

8. Training and Awareness

All employees will receive data protection training on induction and annually thereafter.

Regular security awareness campaigns will be run.

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9. Policy Compliance

Violations of this policy may result in disciplinary action, including termination and legal action.

Regular audits will be carried out to ensure compliance.

10. Review and Updates

This policy will be reviewed annually or after significant changes in legislation or business processes.

Author:

Graham Foster

Approved by:

Jasper Hijink

Director

June 2025