

GDPR ISMS POLICY

Revive IT Recycling Ltd is committed to ISMS (Information Security Management System) continual improvement and to ensuring we meet the requirements of the ISO 27001 standard.

Revive IT's commitments:

- Confidentiality / non-disclosure agreements are used when required.
- All information we hold has its access restricted to only those who require it for legitimate business process requirements.
- All information Revive IT holds is identified in a data flow analysis and is treated as confidential data.
- All our lawful bases for processing personal data have been established and consent is acquired for processing when required.
- We have an established process to recognize and respond to requests to access personal data.
- Revive IT has processes in place to ensure the accuracy and integrity of data we hold.
- Data retention periods and stringent disposal methods have been established.
- Our full systems including policies / procedures / compliance are audited and monitored regularly to ensure they are performing to the required standard.
- All regulatory and legislative requirements are adhered to (such as GDPR 2018).
- A business continuity plan is in place to counteract interruptions to business activities.
- Information security education, awareness and training is provided to staff.
- Appropriate access control is maintained to ensure information is protected.
- A full GDPR / ISMS data security risk assessment has been completed identifying all threats and vulnerabilities. Full control measures have been implemented.
- Due to the nature of our business activities, data security is tightly integrated into all our procedures.
- Revive IT senior management has nominated Data Protection Officers (DPOs).
- All breaches of information security, actual or suspected, will be recorded and investigated immediately in accordance with our Data Security Breach Policy.

The Revive IT management team, supervised by the managing director, has direct responsibility for maintaining the policy and providing advice and guidance on its implementation through the companies written procedures.