

19 February 2020

Privacy Policy

J. Jervis accounting services has communicated policies, procedures and guidance to all staff that clearly set out when it is appropriate for them to share or disclose data.

J. Jervis Accounting services have assigned responsibility to an appropriate member of staff for ensuring effective data sharing.

J. Jervis Accounting services provide adequate training on an ongoing basis for staff that regularly make decisions about whether to share personal data with third parties.

J. Jervis Accounting services maintains a log of all your decisions to share personal data and you review this regularly.

J. Jervis Accounting services have a data-sharing agreement (DSA) with any party you routinely share personal data with or transfer large quantities of data to. You review these agreements regularly.

J. Jervis Accounting services informs individuals about the sharing of their personal data.

J. Jervis Accounting services have appropriate security measures in place to protect data that is in transit, received by your business or transferred to another business.

J. Jervis Accounting services has a documented process for dealing with requests for personal data that all your staff are aware of and you have effectively implemented.

J. Jervis Accounting services has appropriately trained all personnel who have responsibility for processing requests for personal data and has made them aware of how to identify and channel requests to the appropriate team or person.

J. Jervis Accounting services monitors and reviews all requests for personal data and, where necessary, implement additional measures to improve compliance.