Policy Document

These terms and conditions must be read, understood, and agreed to in order to gain access to the program. This documents lays out the details of our policies towards data protection and our approach with regards to keeping data secure and preventing fraudulent access.

1. GDPR Policy

Our GDPR policy ensures that Brainvire Ltd.:-

* Complies with all laws in the Data Protection Act 2018 and the General Data Protection Regulation
* Protects all employees, clients, and partners from violation of rights
* Maintains openness about our procedures with regards to the storing and processing of individuals’ data
* Stays protected from any security breaches which could potentially put confidentiality of individuals’ data at risk

Our policy applies to:-

* All Brainvire Ltd. employees
* All Brainvire Ltd. clients and partners and people representing Brainvire Ltd.

2. Principles

It is required by GDPR law that all personal data should be:-

* Processed transparently and in a way which complies with the law
* Collected and handled in a way that does not compromise on the intended purposes
* Accurate and kept up to date where required, and any inaccurate data shall be corrected
* Protected against unauthorised processing and accidental loss, damage, or destruction

3. Security of Data

In order to ensure the security of data, all Brainvire Ltd. employees, clients, partners, and representatives must take sensible precautions and:-

* Request assistance if unsure about any aspect of security or data protection
* Only access data that they require and are authorised to access
* Ensure any personal data or data held is not disclosed to any unauthorised person, within or outside of the company
* Process all data electronically, within the maintained system
* Not save any data to personal computers or devices
* Ensure secure and appropriate passwords are used on any computers or devices containing confidential data
* Keep memory sticks and laptops/devices in a secure location when not in use
* Lock computers/devices when not in use or left unattended
* In the event of a data breach, report it immediately to ensure minimal loss of data and/or damage to the company

4. Equality

As Brainvire Ltd. is an equal opportunities employer it does not discriminate or tolerate discrimination towards minorities or any ethnic group. Our equality policy therefore strives to:-

* Respect equality for all in the company’s employment, regardless of status, position, or priority
* Abide by the Equality Act 2010 which protects characteristics of age, disability, race, sex, and more
* Oppose all forms of discrimination and sanction any individuals in our employment for breach of the above act
* Encourage diversity and equality within the workplace
* Monitor employment procedures to ensure that equal opportunities are given to all regardless of any perceived differences