Policy Document for Leave Systems

UFIX and Brainvire LTD. have put this policy document in place to make sure that you know, as well as we do, what your rights are. It is a stern belief of ours that the system that has been put in place should be intuitive, good-looking and secure. The security is our main priority. YOUR security is our main priority.   
  
We here as Brainvire LTD know how scary things can be in the internet and intranet and that’s we follow strict guidelines, laws and rules about employee and customer security. As an example, we follow the brand new GDPR laws to the letter. Making sure that we acquire the consent of subjects for data processing and anonymizing and data you allow us to collect to protect your privacy. Also, in case the worst does happen, and a data breach occurs, no matter how small, we will notify you so you can do what you feel is right.   
  
Right alongside the GDPR laws is the Data Protection Act 2018. This is an updated version of the older more outdated Data Protection Act of 1998. This means that all your information that you volunteer to us is used in a very specific manner and is forbidden to be used in any way that you are not aware of. This also means that we are not allowed to keep your information for any longer than is necessary. If you quit or leave our company, within weeks your information will be wiped from out memory. Before that however, your information will be handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

These things are very important to UFIX and Brainvire as because we recruit so many people, and work with so many more, we must know how to handle the personal data of not only our employees but anyone who volunteers their sensitive personal data to us. Any breach in security by someone in house could have major affects for UFIX and Brainvire LTD. If they are found to not follow these guidelines, they may be required to pay a fine of up to €10 Million or 2% of their annual turnover (Whichever results in a higher figure).

Business Ethics and Conduct

We have a few rules that we need everyone to follow at Brainvire LTD, these are covered briefly below. There is a more detailed description in a pdf that will be sent out over the next few days.

* Be respectful, patient and courteous • Be Inclusive
* Choose your words carefully • Repeated Harassment will not be tolerated
* Be considerate • Our differences can be our strengths