

Mr George Murty

MBChB MD FRCS FACS

Consultant Ear, Nose & Throat (ENT) Surgeon

Data Processing Policy

Company Name:	George Murty Limited
Company Contact:	George Murty / Carole Murty
Name of Data Protection Officer:	George Murty
Contact Details:	camurty@gmail.com or 0116 2388140
Address:	Forest House, Station Road, Kirby, Muxloe, Leicester, Leicestershire LE9 2EN
Purpose of processing personal data:	To provide medicolegal reports
Application to process personal data:	DGL.
Application to store personal data:	Paper, electronic data storage system, computers, encrypted laptop. Data Protection secured, locked, filing cabinets in alarm protected secured premises, password protected PCs and servers, encrypted emails.
Data storage:	Hard drive or central secure server.
Length of storage of data:	3 years following instruction.
Transferred to Third Country or International Organisations:	No.
Legal basis for storing data:	ICO and Governing Body requirement to store for period of time.
Security measures to protect the data:	Follow ICO Guidelines.
Disposal of personal data:	Delete from PCs and recycle bins
Monitoring of data breaches:	Investigation and reporting. Report to Instructing Agency.
Regular review and destruction of sensitive data:	Yes.
Movement of sensitive data from one location to another (both physical and digital):	Physical data is sent via Recorded Delivery. Electronic is sent via secure email.
Information security training for staff:	Self-employed individuals constantly keeping up-to-date with Information Security Guidelines.
Policy if any personal data is lost, accessed improperly or stolen:	Instructing Agency's information security policy followed.
Access restrictions in place as to who can access data:	Yes.