

# Assurance Statement

## Document Control

Reference: Assurance

Issue No: 1

Issue Date: 21/09/2018

### 1. Purpose

With the GDPR and the importance of information security at iSAMS Ltd, this document highlights some of the areas that have been put in place to ensure compliance.

The ICO Registration number for iSAMS Ltd is 00045848909

### 2. Data Protection Officer Appointed.

iSAMS Ltd has appointed a Data Protection Officer (DPO) who is responsible for all matters relating to data protection, information security, GDPR and legislation and ensures we are accountable to the Supervisory Authorities including the creation and maintenance of processing activities. Please write, email or phone:

iSAMS Ltd  
9 Talavera Court  
Darnell Way  
Moulton Park  
Northampton  
NN3 6RW

[gdpr@isams.co.uk](mailto:gdpr@isams.co.uk)

01604 659100

### 3. Contracts with Suppliers and Clients in place

iSAMS Ltd has a transparent contract with all clients and suppliers which includes:

- Details of Data Processing
- Obligations and Rights
- Client Instructions
- Confidentiality
- Security
- Sub-Processors
- Data Subjects Right
- Security Breach Notifications
- End of Contract Provisions



**4. Privacy by Design in use**

iSAMS Ltd use Privacy Impact Assessments (also known as Data Privacy Impact Assessments) for all new or updated procedures or processes which involve personal information. Privacy Impact Assessments are part of all new project plans.

**5. Information Security Training for all iSAMS Ltd's employees and contractors**

iSAMS Ltd provides all new employees and contractors Information Security Training as part of their induction. All employees and contractors are expected to complete regular refresher Information Security Training as part of their ongoing development plan. All employees and contractors are expected to obtain a pass mark of 70% or more.

**6. Privacy Policy and Notices available**

iSAMS Ltd has a Privacy Policy and Notice in place which is regularly reviewed and updated.

**7. Individual Rights adhered to**

iSAMS Ltd complies with the rights of the individual with a suite of policies and procedures covering:

- Right to be Informed – Privacy Notice in place
- Right of Access – Subject Access Request in place
- Right to Rectification – Ability to rectify personal data in place
- Right to Erasure – Depending on data type, ability to erase in place
- Right to Restrict Processing – Ability to restrict processing in place

**8. Breach Notification Procedure in place**

iSAMS Ltd has both internal and external breach notification policies and procedures in place.

All iSAMS Ltd employees and contractors are expected to understand the process as part of their ongoing objectives.

**Change History Record**

Issue	Description of Change	Approval	Date of Issue
0.1	Draft	Head of Service and Operations	21/09/2018

