

CMS Direct Mail Limited
Data Breach Policy April 2018

1.0 Definitions

- “The Company”:
“The Client”:
“Specified Service”:
“Data Breach”:
- CMS Direct Mail Limited
The person for whom The Company has agreed to provide a specified service
The service to be provided by The Company for The Client
A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data

2.0 Purpose

The purpose of this policy is to specify The Company’s guidelines for handling a Data Breach.

3.0 Scope

The scope of this policy covers all data supplied by The Client to The Company.

4.0 Policy

In the event of a Data Breach The Company shall notify The Client without undue delay and within 24 hours of detection.