



Data Governance Policy

We are committed to providing a strong data governance framework.

The key points of our Data Governance Policy cover all aspects to ensure we act to create, maintain and implement for successful data management across Sayers and Partners and our supply chain. The key aspects of our Policy are set out below:

- **Data Governance Structure:** we are agile in making strategic and effective decisions regarding the organization's data and information assets. We adhere to all legal constraints that govern the proper use and management of data and information, this includes but not limited to employees, contractors, and external partners. We do this through project specific data management planning.
- **Data Access and Deletion:** We protect our data assets through security measures that assure only those with appropriate permissions can access data. Each project – and datasets connected with those projects where necessary – have appropriate access controls. This is achieved through password and email confirmation. Where data records are provided by a third party we will agree appropriate access and the management protocols. This will include processes for maintaining and deleting any records provided (both virtual and secure disposal of hardware assets that may contain the records).
- **Data Usage:** we ensure our data are not misused or abused, and are used ethically, according to any applicable law, and with due consideration for individual privacy. We do this by providing explicit limitations on use and the ensuring only necessary data is shared in an appropriate way.
- **Data Integrity and Integration:** We operate a hybrid cloud based and locally synchronised data solution. This ensure that our data have a high degree of integrity and that key data elements can be integrated across staff, contractors and where appropriate clients.

Responsibility for reviewing this commitment is with the Principal Partner.

Signed by Paul Sayers, Partner

Contact:

Info@sayersandpartners.co.uk

Skype: floodsman

Tel: +44 1865 600039

www.sayersandpartners.co.uk