

GDPR statement

Oxford Innovation Services are committed to ensuring the security and protection of the personal information that we process and already comply with existing legislation. Oxford Innovation Services will be complying with the regulation as a processor and a controller and have been planning and implementing a programme of work to meet the requirements of the new regulations. In working towards compliance, our programme to date is summarised as follows:

1. Engaged a Data Protection Manager who has been working with specialist consultants under the direction of the Company Directors to oversee our compliance
2. Implemented a risk based approach towards compliance which ensures our highest priorities are addressed and provides a roadmap for delivery
3. Conducted a review of all personal data and processes to ensure we fully adhere to the new regulations
4. Documented how and why personal and special category data is used and if and whom it is disclosed to
5. Undertaken a review of policies and procedures and are in the process of amending these to ensure they are compliant including, but not limited to, Information Security, Breach, SAR, Acceptable use.
6. Where consent is the legal basis for processing personal and special category data we have taken steps to ensure it complies with the new regulations
7. Rolled out training to all staff and contractors who handle personal data and provided additional awareness sessions tailored to our business
8. Reviewed software and security requirements and made amendments where necessary to ensure compliance
9. In the process of gaining confirmation of compliance from third party and suppliers
10. Data Protection Stewards have been appointed who will support the Data Protection Manager in ongoing compliance across the organisation

Oxford Innovation Services