

Moore Insight Data Protection Policy

Purpose of this Policy

The purpose of this policy is to summarise how Moore Insight (‘we’, ‘us’ or ‘our’) approaches data protection, and to provide transparency about how we achieve our data protection aims.

At Moore Insight we consider ‘data protection’ to mean more than just compliance with data protection law, such as the General Data Protection Regulation (GDPR) and the Data Protection Act. Data privacy and information security is core to our business and we are committed to protecting what we hold, in whatever format we hold it.

Privacy Notice

For specific details of our compliance with data protection law, please see our privacy notice. Our privacy notice describes how Moore Insight collects and uses Personal Data in accordance with data protection law applicable in the United Kingdom, including GDPR. This policy should be read in conjunction with our privacy notice. When we decide how and why Personal Data is processed, we are a ‘Data Controller’. This is generally the role under which we process data and is in accordance with guidance issued by the Information Commissioner’s Office.

How do we Protect Information?

At Moore Insight we believe our staff are the first and most important part of our data protection framework. All our staff are bound to strict obligations of confidentiality which are contained in every Moore Insight employment and consultancy contract.

These obligations are reinforced by our internal security policies and procedures. These policies and procedures are further outlined in the company’s handbook, an internal document made available to every member of staff and consultants.

Security policies and procedures are published on the company’s intranet. This information is easily accessible and reflects any incremental updates to any aspect of our data protection policy. Any significant alterations are communicated via electronic messages to all staff and consultants.

Information Security

Our approach to data protection and information security does not rely solely on written policies or contractual obligations. We also maintain and preserve the confidentiality and integrity of the information we hold through the use of technology. The technological measures we use include:

- Encryption of any device used to access Moore Insight information;
- Firewalls on all our computers and system entry points;
- Use of VPN when working remotely;
- Anti-virus and anti-malware software;
- Multifactor authentication across all systems;
- Application sandboxing;
- Managed detection and response security services;
- ‘Least privileged’ access rights as a firm-wide default.

Further information about our information security procedures can be found in our IT Policy.

Our Commitment to Data Protection

Moore Insight is not required to have a Data Protection Officer. However, we are committed to data protection and GDPR principles and assigned a Data Privacy Principal to ensure that these principles and our data protection objectives are being met. If you would like to contact us about the manner in which we process your personal data please email Security.Team@moore-insight.com.

Legal Notice

This policy does not form part of any contract and may be amended from time to time by us without notice.

Further Details and Information

Moore Insight registered number 07909149.

Moore Insight is also registered with the Information Commissioner's Office in the UK as a Data Controller under registration number ZA293077.

Definitions and Terms Used in this Policy

Words used with first letter capitalisation (e.g. 'Personal Data'), unless otherwise defined in this policy, have the same definition and meaning as under UK data protection law.

Application

This policy applies to the personal information of job applicants and current and former staff, including employees, temporary and agency workers, interns, volunteers, apprentices and consultants.

Contacts

If there are any questions regarding this policy or if you would like to contact us, please send an email to Security.Team@moore-insight.com.

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