

DATA PROTECTION ACT 1998

UNDERTAKING

Data Controller: Safe and Secure Insurance Services Ltd
Unit 12 Stadium Business Court
Millennium Way
Pride Park
Derby
DE24 8HP

I, Chris Griffin, Managing Director of Safe and Secure Insurance Services Ltd (S&S), for and on behalf of S&S, hereby acknowledge the details set out below and undertake to comply with the terms of the following Undertaking:

1. Safe and Secure Insurance Services Ltd is the data controller as defined in section 1(1) of the Data Protection Act 1998 (the "Act"), in respect of the processing of personal data carried out by S&S and is referred to in this Undertaking as the "data controller". Section 4(4) of the Act provides that, subject to section 27(1) of the Act, it is the duty of a data controller to comply with the data protection principles in relation to all personal data in respect of which it is a data controller.
2. In early 2011, the Information Commissioner (the "Commissioner") became aware that a hard drive purchased from the Internet contained personal data relating to S&S clients. The documents mainly consisted of insurance quotes and application forms dating from 2009-10. Amongst various types of personal information, a small number of the forms also featured financial details.
3. The Commissioner's enquiries revealed that S&S could not confirm how the hard drive had ended up in the public domain. It also transpired that the data controller did not have an adequate data protection policy in place at the time of the incident and further, that it did not have a drive disposal procedure. The data controller did not keep a record of any decommissioned equipment.
4. The Commissioner has considered the data controller's compliance with the provisions of the Act in the light of this matter. The relevant provision of the Act is the Seventh Data Protection Principle. This Principle is set out in Schedule 1 Part I to the Act.
5. Following consideration of the remedial action that has been taken by the data controller, it is agreed that in consideration of the Commissioner not exercising his powers to serve an Enforcement Notice under section 40 of the Act, the data controller undertakes as follows:

The data controller shall, as from the date of this Undertaking and for so long as similar standards are required by the Act or other successor legislation, ensure that personal data are processed in accordance with the Seventh Data Protection Principle in Part I of Schedule 1 to the Act, and in particular that:

1. Any redundant hard drives and removable media devices used to store personal data are forensically wiped or completely destroyed before being disposed of or reused;
2. The details of any decommissioned drives are appropriately logged, including the method of destruction or recycling used;
3. A data protection policy is implemented along with written procedures to cover the decommissioning of any redundant IT equipment;
4. Staff are aware of the data controller's policies for the retention, storage and use of personal data and are appropriately trained how to follow those policies;
5. The data controller shall implement such other security measures as are appropriate to ensure that personal data is protected against unauthorised and unlawful processing, accidental loss, destruction, and/or damage.

Dated.....

Signed.....
Chris Griffin
Managing Director
Safe and Secure Insurance Services Ltd

Signed.....
Stephen Eckersley
Head of Enforcement
For and on behalf of the Information Commissioner