



Leverage Security – Data Protection Policy

This policy is available to all employees via the Employee Portal hosted at the company website and internal shared drive. All staff are encouraged to familiarise themselves with its contents and raise any queries with management.

1. Introduction

Leverage Security Ltd collects and processes personal data to operate effectively and comply with legal obligations. This policy applies to all data subjects, including employees, clients, suppliers, and stakeholders, and supports our commitment to data protection under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Principles of Data Protection

We adhere to the following principles:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimization
- Accuracy
- Storage limitation
- Integrity and confidentiality

3. Scope

This policy applies to all processing of personal data by employees, contractors, and any third parties working on behalf of Leverage Security Ltd.

4. Roles and Responsibilities

The Managing Director acts as the Data Controller.

A nominated Data Protection Lead oversees compliance, training, and incident response.

Employees must follow this policy and report any breaches or concerns immediately.

5. Data Subject Rights

We will ensure that data subjects can exercise their rights, including:

- Right to access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object

6. Data Security

We implement organizational and technical measures to safeguard data, including:

- Encrypted storage and secure transfer
- Role-based access control
- Regular data audits and training
- Breach reporting mechanisms

7. Data Retention

We retain personal data only for as long as necessary to fulfil the purpose it was collected for and in line with legal and operational requirements. A retention schedule is maintained and reviewed annually.



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8. Training and Awareness

All staff receive data protection training at induction and annually thereafter. Refresher materials are issued following regulatory or procedural changes.

9. Monitoring and Review

This policy is reviewed annually or after significant legal, regulatory, or business changes. Breach logs and audit outcomes will inform updates.

Approved by:



Mohammad Furqan Alam
Managing Director
Date: 10th March 2026

