

## **How we prevent internal unauthorised access to personal data**

Digital Access – The Internal system is closed to users, access to intrastats CRM data is only via logged in user access.

Failed login attempts are logged and monitored.

Any command line access to the server which is the route hacker would take, automatically send an email to myself as they log in.

Goldmine can only be run/accessed via the internal network.

Physical access – The two buildings are monitored by CCTV cameras and the presence of staff. The warehouse has a magnetic door entry system in place to secure the building and documents in use or in archiving, only staff have access with RFID tags. In the house where our offices are the data is held in the main office and the only access is through a fully manned office. Once not in use documents are removed to archiving in the warehouse.