



Viamed Limited - 15 Station Road - Cross Hills  
Keighley -West Yorkshire BD20 7DT - United Kingdom  
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## **Viamed Ltd.**

### **Information Security**

### **Policy**

#### **1 Introduction.**

Viamed Does not Share any Information with 3<sup>rd</sup> Party Organisations.  
All digital information is Access Via use of Passwords.  
Only Directors have access to Export routines, so data cannot be removed from Viamed 'On Mass'.

Viamed does not Store 'Personal' Information besides what is legally required.

There is no digital storage of Visa / Credit / Card Details.  
All PDQ Slips are in a Locked Draw with only Directors having access.

#### **2 Passwords.**

All Passwords used by Viamed are stored in the Intrastats System under the Management Meeting header: Passwords Codes other Private Information.  
Only Directors have access to the History log.

#### **3 Requests for Information.**

Anyone can request what information Viamed has on them.  
Passport, Driving License or some other verifiable source to prove Proof of Identity is required before any information is provided.  
Viamed as reserve the Right to Charge £10.00 Sterling Administration fee to provide records.

#### **4 Employees.**

All Employees agree to Section 14 of the Company Personnel Manual with regard to Data Protection.  
All Information supplied to Viamed required under Section 14 is kept Confidential and is only available to Directors.



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