

## **BAC Office Equipment Statement regarding GDPR**

### **Introduction**

As a group that has always made data protection and information security a central part of our business, BAC welcomes the introduction of GDPR in May 2018.

BAC will comply with all applicable GDPR provisions as they come into force, whilst also working closely with our customers and partners; to meet our contractual obligations for our products and services in all sectors. To ensure compliance, BAC has appointed a Data Protection Officer.

BAC fully recognises the impact of the GDPR upon our customer base and, as such, continues to be committed to providing technology solutions to support customers' GDPR obligations; whether as standard features within our product range or as added-value solutions.

If you have any questions relating to our approach to data protection and security, please don't hesitate to contact your Account Manager.

### **Data Security Measures**

BAC have invested heavily both in the physical and virtual security of our client servers. All client data servers are held either securely in an onsite secure environment or offsite in enterprise-grade highly secure data centres. Off-site data centres are protected by layers of 'defence-in-depth' security that include perimeter fencing, video cameras, security personnel, secure entrances, and real-time communication networks. This multi-layered security model is in use throughout every area of the facility, including each physical server unit.

Technical controls that are in place include, but are not limited, to the following:

- The access to servers are restricted to the BAC network using dedicated hardware firewalls
- The access lists on firewalls are based on specific open ports for applications only. All other ports are blocked

### **Training and Awareness**

All BAC employees with access to either personal or client data are given appropriate data protection and information security training. This is supported with awareness campaigns and group workshops to promote best practice and promote information governance as a business enabler.