Cruit Éireann|Harp Ireland Quality Assurance Systems

All of our work is delivered to the highest standards in line with our quality assurance standards.

Cruit Éireann|Harp Ireland observes the following data protection principles in which we train our staff to act as follows:

- Obtain and process information fairly
- Keep it only for one or more specified, explicit and lawful purpose
- Use and disclose it only in ways compatible with these purposes
- Keep it safe and secure
- Keep it accurate, complete and up-to-date
- Ensure that it is adequate, relevant and not excessive
- Retain it for no longer than is necessary for the purpose or purposes
- Give a copy of their personal data to individuals on request.

In addition, there are a number of specific elements in relation to IT including the following:

All IT equipment is password locked.

Passwords are changed twice yearly.

Our systems provider assures us that our firewalls are compliant with the highest possible security standards.

Classified documents and those relating to clients' personal details are encrypted with hard copies stored in locked cabinets. These are shredded on project completion.

All computers are closed down after use and offices are locked when not in use.

Our interaction with our stakeholders observes the highest confidentiality protocols and staff are trained to observe these protocols. All our systems are regularly monitored and reviewed by staff members and Directors.