**Intellectual Property (/Physical Property)**

With regards to Intellectual and Physical (Client) property security we treat this with the utmost importance within Bell & Bain systems and procedures which is consistently reviewed and improved when possible. Bell & Bain Ltd is ICO certified and has taken the relevant steps to remain on top of the most recent data protection laws, namely the General Data Protection Regulation (EU 2016/679) implemented in 2018.

Bell & Bain’s desire to maintain the most up to date and thorough compliance with GDPR rules is led by its Data Protection Officer. Transparency with regards to security and upholding rights of employees and clients alike is of paramount importance in Bell & Bain’s operations.

Intellectual Property - Digital files  
These are securely backed up on client-protected separate drives/servers in at least two different physical addresses and are also in fire proof safes overnight, they are password and system protected, with any updates to these files kept and previous data securely deleted.

All work is securely archived on a daily basis in fire proof safes. If hard copy proofs are made, these are registered to the job and returned to admin with finished job ticket then, when appropriate securely destroyed.

Bell & Bain use both Heidelberg & Fuji workflows that are industry standard and are on full-service software contracts to ensure they are on latest and most secure versions.

Only approved users with secure administration rights can access the workflow. It is not allowed for any employee or visitor to have an external memory device on their person within certain areas of Bell & Bain Ltd premises and this is enforced by management.

As you would expect all PC’s are password controlled with disk encryption. The network has a secure perimeter with a new firewall that filters, controls and manages all web traffic in and out, as well as having malware and ransomware protection.

We continue to ensure that our systems are robust through education, training and testing!

Bell & Bain have developed their own IT department with a dedicated team of four qualified and experienced software developers and IT specialists who maintain and improve our overall IT infrastructure and security together with our external IT services provider CMYK.

Physical Property  
Our factories are completely secure, with all employees, visitors or suppliers given secure administered passes that will give restricted access to only the appropriate areas of facilities for their relevant duties or reasons for being on site.

Security cameras are in place at all entry and exit points within our facilities functioning 24/7 as an added precaution. The processing and maintaining of this data are administered appropriately in compliance with the GDPR legislation.

There are many posters/notices throughout the factory advising employees of instant dismissal or prosecution of anyone found to be attempting to remove any printed material finished or otherwise, including waste. No photographs are allowed to be taken within our factories or any comments made regarding any production jobs on any social media platforms. All employees are advised of this during induction as well as it being explicitly described in the terms of employment contract.

All jobs going through our facilities have job tickets that describe in depth all materials, including set up materials. This is always accounted for with regards to pre/post operation and any waste product is securely shredded in house and/or recycled using secure accredited carriers.

Very small quantities of finished product are kept for a period of time within a secure storeroom for Bell & Bain records, the front covers of which are clearly marked for internal use only.



Stephen Docherty  
Chairman