

Personal data & GDPR: Our Policy Statement

It is our policy to comply with the requirements of the General Data Protection Regulation regarding how our organisation obtains, stores, processes and disposes of personal data.

Our policy covers all aspects of how we handle personal data including, where relevant to our activities, the use of personnel data, PC/laptop and 'Cloud' storage, mobile phones, and any activity involving a third party acting in partnership with us or on our behalf.

It is our policy to:

1. Ensure personal data security in our organisation
2. Have a GDPR-compliant contractual relationship with any third party that processes personal data with/for us, notably in relation to ensuring personal data security
3. Respect all individuals' personal data rights, as described in GDPR and ICO guidance
4. Identify, and have a lawful basis for using, any personal data. This will include seeking/confirming 'positive consent' from individuals, if there is no other lawful basis
5. Have a clear, concise privacy statement, which is made readily available (see below)
6. Ensure all our staff are aware of the above, and if necessary trained, in relation to their own responsibilities.
7. Ensure we keep up to date with GDPR guidance available from the ICO at:
<https://ico.org.uk/for-organisations/business/>

Responsibility

In line with the above, the person responsible for ensuring that we manage GDPR compliance is Liam Heath

Policy review

We will review this policy and our personal data needs at least annually, and seek to minimise the personal data we hold, in line with GDPR and the needs of the organisation.

Privacy Statement

What information do we collect?

- o We collect your contact details – names, addresses, emails, and telephone numbers.

How is it collected?

- o From information you have personally provide to us

Why is it being collected?

- o We collect your contact details for the performance of a contract with yourselves, or to allow us to take steps to enter into a contract

How will it be used?

- o The data will enable us to fulfil any business obligations to yourselves, or legal authorities if required.
- o The information will be retained for the length of the contract, and will be deleted within six years of contract completion, unless it is required to enable a possible future contract.
- o All data will remain and be processed by our staff, within the UK

Who will it be shared with?

- o The data will not be shared with anyone outside our company.

What will be the effect of this on the individuals concerned?

- o We believe the data passed on has minimal to no impact on the individuals concerned.

If you wish to raise a complaint about how we handle your personal data, you can contact **Liam Heath** who will investigate the matter and aim to reply within 48hours and more quickly if the matter is assessed to be urgent