

PRIVACY AND GDPR POLICY

Policy Statement

We are committed to protecting the privacy and personal data of all individuals in accordance with the UK GDPR and Data Protection Act 2018.

Purpose

To outline our approach to data protection and ensure compliance with legal obligations.

Scope

This policy applies to all employees, contractors, and third parties who process personal data on behalf of the organisation.

Legal Framework

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)

Data Protection Principles

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

Lawful Basis for Processing

- Consent
- Contractual necessity
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

Data Subject Rights

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision making and profiling

Reviewed: 01/07/25

Data Security

- Implement appropriate technical and organisational measures to protect personal data.
- Ensure access controls, encryption, and secure storage are in place.

Data Breach Procedures

- Identify and contain the breach.
- Assess the risk and impact.
- Notify the Information Commissioner's Office (ICO) within 72 hours if required.
- Inform affected individuals where necessary.
- Document the breach and response actions.

Responsibilities


- Data Protection Officer (DPO) oversees compliance and provides guidance.
- All staff must follow this policy and report any concerns or breaches.

Monitoring and Review

- This policy will be reviewed annually or when significant changes occur.
- Regular audits will be conducted to ensure compliance.

Record Keeping

- Maintain records of processing activities.
- Document consent, data breaches, and data subject requests.

Signed: 

David Cooper
Managing Director

Reviewed: 01/07/25