

GDPR Policy (UK Compliant)

Overview:

Our company is committed to complying with the General Data Protection Regulation (GDPR) as adopted into UK law, including the Data Protection Act 2018, to ensure the protection and privacy of personal data.

Data Collection and Processing:

We will only collect and process personal data that is necessary for the purposes specified and will obtain consent from individuals before collecting their data.

Personal data will be collected lawfully, fairly, and transparently and will not be processed in a manner that is incompatible with these purposes.

Data Storage and Security:

Personal data will be stored securely using appropriate technical and organisational measures to prevent unauthorised access, disclosure, alteration, or destruction.

Access to personal data will be restricted to authorised personnel who require access to perform their job duties.

Data Retention:

Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected, or as required by UK law.

When personal data is no longer needed, it will be securely deleted or anonymised to prevent unauthorised access.

Data Subject Rights:

Individuals have the right to access, rectify, erase, or restrict the processing of their personal data, as well as the right to data portability.

Requests from individuals to exercise their rights will be promptly addressed in accordance with GDPR and UK Data Protection Act requirements.

Data Transfers:

Personal data will not be transferred to countries outside the UK without adequate safeguards in place to ensure the protection of data subjects' rights and freedoms.

Data Breach Response:

In the event of a data breach involving personal data, we will promptly assess the risk to individuals' rights and freedoms and notify the Information Commissioner's Office (ICO) and affected individuals in accordance with GDPR and UK Data Protection Act requirements.

Data Protection Officer (DPO):

A designated Data Protection Officer (DPO) will be responsible for overseeing compliance with GDPR and UK Data Protection Act requirements, providing guidance on data protection practices, and serving as a point of contact for data subjects and supervisory authorities.

Training and Awareness:

All personnel who handle personal data will receive training on GDPR and UK Data Protection Act requirements, data protection principles, and their responsibilities under these regulations.

Regular awareness campaigns and updates will be conducted to ensure ongoing compliance with GDPR and UK Data Protection Act regulations.

Review and Revision:

This GDPR policy will be reviewed periodically and updated as necessary to reflect changes in regulations, organisational practices, or technological advancements, including updates from the ICO and UK government regarding data protection legislation.

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