

QM 1.4
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SUBJECT : DATA PROTECTION POLICY

RESPONSIBLE :DATA CONTROLLER

DEFINITION : Data Protection (personal information) aims of the management system.

POLICY

Data Collection

The Data Controller is responsible for our Data Protection Impact Assessment (DPIA).

We collect your personal data in order to supply a high standard of service. We require your active consent (opt-in) before collecting any of your personal data. Consent is given freely & easily withdrawn.

When consent is withdrawn, or when no longer required, we erase your Personal Data within 30 days (The right to erasure [right to be forgotten]).

We correct inaccurate or incomplete Personal Data within 30 days of discovery (The right to rectification).

We retain the minimum necessary data, we use this data fairly & we keep it secure.

In the event we suffer a Data Breach, we will communicate the scope of the breach to the Data Protection Regulator within 72 hours & to affected individuals (Data Subjects) within 30 days.

On request, we will:

- a) Notify you of purpose of collecting your Personal Data, processing & retention period (The right to be informed);
- b) Supply a copy of your Personal Data (free of charge) within 30 days (The right of access [Subject Access Request (SAR)]);
- c) Quarantine disputed Personal Data until any discrepancy is resolved (The right to restrict processing & the right to object);
- d) Review information deduced from Personal Data by a member of staff (Rights in relation to automated decision making and profiling);
- e) Supply your Personal Data electronically to facilitate transfer between organisations (The right to data portability).

The policy and procedures described in this Quality Manual conform to the requirements of the General Data Protection Regulation (GDPR).

Signed:.....
Thomas Atkins, Director

Date:.....