

Wedgewood GDPR

Last Updated: 28/08/19

Introduction:

Wedgewood Homes Ltd. is committed to the security and privacy of your personal data.

This Privacy Policy will describe how said data is stored, handled and collected in accordance with UK and EU Law and to meet Wedgewood Homes' Data Protection Standards.

As a "Data Collector", we register and process customers' data. This will mainly be for contact between customers, staff, suppliers, business partners/contacts and other persons the company needs to stay in contact while in business with them, or may need to contact in the future.

This policy is subject to update at any time.

GDPR/Data Protection Act:

The European Unions' General Data Protection Regulation (GDPR) is a regulation in EU law encompassing data protection and privacy for all individual citizens of the European Union and the European Economic Area. It also addresses the transfer of data outside the EU and EEA Areas. All data collectors must comply by implementing technical measures to safeguard the data of individuals who interact with said collector, declare the lawful basis and purpose for processing the data, and state how long the data is being retained and if it is being shared with any third parties or outside of the EEA.

The Data Protection Act is the UK Parliament's compulsory ruling that helps the GDPR align with existing UK law.

The GDPR has a set of principles which we must also abide with, these being:

- Your data is stored securely.
- Your data is accurate and kept up to date.
- Your data is kept only for as long as necessary and for the purposes of usage that we state.
- Your data is used in a lawful, fair and transparent way and is relevant to our stated uses.
- Your data is collected only for valid purposes that have been clearly explained to you.

Why this policy exists:

This policy ensures and exists to: (1.) Comply with the European Unions' General Data Protection Regulation (GDPR), effective as of 25th May 2018, and the UK's subsequent 2018 Data Protection Act, (2.) protect the data rights of our customers', staff and partners' (3.) protect Wedgewood Homes Ltd. from the risk of a data breach.

Types of data we collect:

This will include:

- Personal/Work Contact Details (email addresses, telephone numbers etc.)
- First/Last names
- Role/Job Title & Place of Work
- Financial details
- Goods/Services provided
- Who the information is processed about:
 - Employees
 - Customers/Clients
 - Suppliers/Service Providers
 - Advisers/Consultants/other professional experts
 - Complainants/Enquirers

And will not include any specific or special information, such as:

- Ethnicity/Race
- Health Information
- Philosophical/Political/Religious Opinions

How is my data used?

Your data will be used in the following circumstances:

- Contract – We may need to contact you about our services while you are in business with Wedgewood Homes.
- Updates – If this policy has a major update, we will contact you using one of the contact details we have in our records.
- Legal – We may be bound to share data with Law Enforcement under contract/obligation if needed.

Who might my data be shared with?

Your data may be shared with the following organisations:

- Financial organisations
- Central Government/Law Enforcement
- Credit Reference agencies
- Debt Collecting and Tracing organisations

Data Protection risks:

This policy helps protect Wedgewood Homes and its customers from serious security risks, such as:

- **Confidentiality breaches** – Information being given out inappropriately by hackers or leakers.
- **Failure to offer choice** – All individuals should be given the choice to freely opt in or out of the data usage process.

Responsibility:

Everyone working for or with Wedgewood Homes holds some responsibility to ensure the safety of customers and fellow staff members' personal data.

Said responsibility includes ensuring personal data cannot be accessed by anyone who is unauthorised to view it - Access to personal data should only be for work related purposes and should not be shared informally. Failure to do so would be a breach of confidentiality and trust in Wedgewood Homes.

We have tight security measures for both physical and digital stores of your data. These will ensure your data is kept securely in our system and will not be lost, altered or breached. Deletion of your data will also be handled with care, ensuring it does not pass onto anyone who does not have authorisation to access it.

Data will be checked through regularly to make sure it is up to date and accurate. If any of your data has changed, or if you would like to change what information of yours we have on file, please contact us at admin@wedgewoodhomes.co.uk

Individuals' Rights:

Under the EU's GDPR, individuals are allowed various rights, which are as follows:

- **The right of access to personal data** – Otherwise known as a “data subject request” you have the right to request access to the data we hold about you and receive a copy of it.
- **The right to rectification of personal data held where it is incorrect or incomplete** - This allows you to request the correction of any incomplete or inaccurate information we may hold on you.
- **The right of erasure of personal data ('right to be forgotten') if certain grounds are met** – This allows you to request we delete the personal data we hold on you off our systems if there is no good reason for us to continue harbouring it. N.B: we may not be able to always comply here due to specific legal reasons.
- **The right to restrict/suspend processing of personal data** - This allows you to suspend our collection of your data under the following circumstances:
 1. You want to establish the accuracy of the data
 2. You have objected to our use of your data, but we need to verify whether we have legitimate and overriding grounds to keep/continue using it.
 3. You need us to hold the data due to you establishing, defending or exercising legal claims, even if we no longer need said data.
- **The right to complain to a supervisory authority** – If you take issue with our handling of your data, please contact us to see how the issue can be resolved. Alternatively, you can contact Information Commissioner's Office, found at www.ico.org.uk
- **Right of data portability (if processing is based on consent and automated means)** – right to have your data transferred to you or a third party
- **Right to withdraw consent at any time (if processing is based on consent)**

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