**UK Data Protection and GDPR Policy**

**1. Purpose**
This policy outlines the approach to data protection and compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It ensures that all personal data is collected, processed, and stored securely and lawfully.

**2. Data Collection**

* Personal data will be collected only when necessary for business operations, client interactions, and legal obligations.
* Data will be collected transparently, and individuals will be informed about how their information will be used.
* Sensitive data will only be collected with explicit consent or where legally required.

**3. Data Processing and Storage**

* Personal data will be processed lawfully, fairly, and in a transparent manner.
* Data will be stored securely using appropriate technical and organisational measures to prevent unauthorised access, loss, or destruction.
* Only authorised personnel (Kelly Greenhalgh and trusted party in event of my death) will have access to personal data, and access will be granted based on necessity.
* Data will not be retained longer than necessary and will be securely disposed of when no longer needed.

**4. Data Subject Rights**
Under UK GDPR, individuals have the right to:

* Access their personal data.
* Rectify inaccurate or incomplete data.
* Request data erasure (‘right to be forgotten’).
* Restrict or object to data processing.
* Receive their data in a portable format.
* Withdraw consent at any time where processing is based on consent.

Requests to exercise these rights should be made in writing and will be addressed within one month.

**5. Data Sharing and Third Parties**

* Personal data will not be shared with third parties unless legally required or with explicit consent.
* Any third-party service providers handling personal data must comply with UK GDPR regulations and have appropriate safeguards in place. Currently the system used is Kiku and is compliant with the UK GDPR regulations – please see their policy.

**6. Data Breaches**

* Any suspected or actual data breach will be assessed and reported to the Information Commissioner's Office (ICO) within 72 hours if required.
* Affected individuals will be informed where necessary, following an assessment of the impact.

**7. Review and Updates**
This policy will be reviewed periodically to ensure compliance with UK data protection laws and best practices.

**Effective Date:** 01/06/2023
**Reviewed by:** Kelly Greenhalgh – Sole Proprietor