

## Data Protection Policy

We are covered by the General Data Protection Regulation (2018). This means if we store your data we are obliged to ask your permission to do so, and you have rights over that data at all times, including checking it for accuracy and the right to ask for it to be deleted in a timely fashion as per the regulations.

If we ask you for data to send to a third party we will inform you of this at the time and you have the right to decline.

To comply with the legislation we have a Data Protection Policy document, we have a consent form, we also have data protection procedures including reviews of what data we hold and how/where it is stored.

We will keep a paper record of any consent, which will be destroyed by shredding at the same time as any electronic data is deleted, if you request us to do so or as stipulated in our procedures.

We will conduct annual audits of all personal data: what it is, whether it still required and where it is stored. Anything deemed to be no longer relevant will be immediately destroyed by shredding or deletion.

We will designate a Data Protection Officer.

Our Lawful Bases (as per Article 6(1), Article 6(2) and Recital 40) are: Consent: "the individual has given clear consent for you to process their personal data for a specific purpose" and Legitimate Interest: "the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests."