

Weavers of Wellbeing Ltd GDPR Statement of Compliance

This is so not what I enjoy doing as I much prefer coaching and supporting people but nevertheless... here goes...

I have read the Information Commissioner's Office guidelines for compliance with the new General Data Protection Regulation (GDPR) rules. This document that follows explains how I comply. If you have given me your email address (by emailing me, for example) you need to read this to be assured that I am looking after your data responsibly.

If you understand this even better than me and feel that there is something else I need to do, please do let me know. I value the security and integrity of your information and will never intentionally breach the rules. However, I run a micro consultancy business and the regulations appear to be designed for larger organisations.

Anyway, here is my response to the guidelines:

Awareness

I run Weavers of Wellbeing as a Limited Company I have no direct employees so there is no-one else to make aware.

The information held:

- Email addresses of people who have emailed me and to whom I have replied – automatically saved in Gmail.
- I do not hold a mailing list or database of contacts.
- Email addresses, postal addresses, company information i.e. names of contacts i.e. clients and suppliers are recorded in on SAGE on a password-protected computer.

I do not share this information with anyone.

If someone asks for another person's email address, unless both are known closely to me, I always check with the other person first before connecting them.

Communicating privacy information

These are the steps I am taking:-

1. I have featured this document on my blog on the website and added a link to my email signature so that all my connections receive this.

2. I have added a link to the Weavers of Wellbeing Ltd landing page on the website and featured in the latest blog as an article dated 24th May 2018.
3. Individuals' rights - On request, I will delete data. If someone asked to see their data, I can take screenshot of their entry/entries.
4. Subject access requests - I aim to respond to all requests within 24-48 hours.

Lawful basis for processing data

- If people have emailed me, they have given me their email address. I do not actively add it to any kind of list but Gmail will save it. I will not add it to any database or spreadsheet unless someone asks me to or gives me explicit and detailed permission.

Consent

I do not hold a list of contacts or subscribers. If I do decide to do this in future this will be made transparent and will comply with the Regulations.

Data breaches

I use strong password-protecting my computer, Google, Real Point Design Web hosting, SAGE accounts. If any of those organisations were compromised I would take steps to follow their advice immediately.

Data Protection by Design and Data Protection Impact Assessments

I have familiarised myself with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and believe that I am using best practice.

Data Protection Officer

I have appointed myself as the Data Protection Officer as I am the only employee!

International

My lead data protection supervisory authority is the UK's ICO.

