

IDEAS-Right Ltd – GDPR and Privacy

Whose personal information do we collect and hold?

We only collect and hold personal information about actual and potential clients. Potential clients are people and organisations we have had contact with – we do not purchase, collect or maintain lists of prospects. This information comes from the individual or is publicly available on their website.

What personal information do we hold?

We hold some or all of the following:

- name, position in company, address, email, phone numbers
- in some situations we hold non-business contact details where these have been given to us by the individual

Who do we share personal information with?

We do not share any personal information. It is only available to direct employees, contracted outsourcers, and those involved in the governance of the company.

How is personal information stored and protected?

- All personal information is stored in electronic form on our internal network. Only direct employees have accounts which give access to this information, through password protected computers.
- Wireless access to the network is also password protected.
- Data is not stored on individual PCs or laptops.
- PCs and laptops are secured through internet security subscription services
- Passwords are stored encrypted using password managers, or in password-protected applications.
- In addition to internal backups, encrypted backups are stored offsite using a cloud services provider.
- Accounting data, which includes some personal information, is stored and processed through Kashflow, a UK-based company. Apart from direct employees, only our bookkeeper and accountant have access to the accounting information.

How is personal information use and processed?

The “Lawful basis for processing personal data” as defined in the Regulation is “legitimate interest”. This means information is only used to provide services, information, and support to clients, and to invoice them for work done.

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IDEAS-right Ltd does not send out marketing information either directly or through a third party.

How long is personal information retained?

Information relating to present and past clients is retained indefinitely to preserve the IDEAS-right accounting records, and to enable the company to service clients' requirements, and provide historical information on request.

Subject Access Requests and Right to Erasure

All 'Subject Access Requests' are dealt with personally by one of the Directors of the company. Information will be supplied by email within the stipulated one month.

On request, personal information will be removed, except in the following circumstances:

- Where it would prevent IDEAS-right conducting normal business with a client, and the following test fails:
Individuals have the right to have their personal data erased if: "the personal data is no longer necessary for the purpose which you originally collected or processed it for".
- Where it forms part of the IDEAS-right accounts:
The right to erasure does not apply if processing is necessary for one of the following reasons: "to comply with a legal obligation".
- Where it forms part of a data backup which cannot be edited without corrupting the whole backup. It is part of IDEAS-right's "legitimate interest" to maintain usable backups to protect the company and its clients in a disaster recovery situation.

Accuracy of data

IDEAS-right will endeavour to correctly enter and transcribe personal information.

It is the individual's responsibility to advise IDEAS-right of any and all changes.

Responsible Officer

IDEAS-right is too small an organisation to employ a dedicated Data Protection Officer. Instead, these duties will be added to those of the Director responsible for all technical aspects of the company's operations.