

Note:

This document refers to the policy of Julian Toler, trading as JTcommunications

Data Protection Policy

JTcommunications

1 Introduction

In order to operate, The JTcommunications needs to gather, store and use certain forms of information about individuals, primarily customers and suppliers.

This policy explains how this data should be collected, stored and used in order to meet JTcommunications's data protection standards and comply with the law.

2 Why is this policy important?

This policy ensures that JTcommunications:

- Protects the rights of our customers and suppliers
- Complies with data protection law and follows good practice
- Protect the business from the risks of a data breach

This policy applies to all data held by JTcommunications, e.g.:

It applies to all data that JTcommunications holds relating to individuals, including:

- Names
- Email addresses
- Postal addresses
- Phone numbers
- Accounting data (service contracts, payment records)

3 Roles and responsibilities

Julian Toler is the only person with access to this data.

Data controller

The Data Controller for JTcommunications is Julian Toler, and he is responsible for why data is collected and how it will be used. Any questions relating to the collection or use of data should be directed to the Data Controller.

1. We fairly and lawfully process personal data

JTcommunications will only collect data where lawful and where it is necessary for the legitimate purposes of the business.

1. The names and contact information of individuals within customer and supplier organisations will be recorded for the purpose of managing the business and the business accounts.
2. **We only collect and use personal data for specified and lawful purposes.**

We will never use data for any purpose other than that stated or that can be considered reasonably to be related to it. For example, we will never pass on personal data to 3rd parties without the explicit consent of the subject.

3. **We ensure any data collected is relevant and not excessive**

JTcommunications will not collect or store more data than the minimum information required for its intended purpose.

4. **We ensure data is accurate and up-to-date**

JTcommunications will endeavour to maintain up-to-date records. Any individual will be able to update their data at any point by contacting the Data Controller.

5. **We ensure data is not kept longer than necessary**

JTcommunications will keep data on individuals for no longer than 12 months after our involvement with the individual has stopped, unless there is a legal requirement to keep records or for the formal requirements of business accounting.

6. **We process data in accordance with individuals' rights**

The following requests can be made in writing to the Data Controller:

- Customers and suppliers can request to see any data stored on about them. Any such request will be actioned within 14 days of the request being made.
- Customers and suppliers can request that any inaccurate data held on them is updated. Any such request will be actioned within 14 days of the request being made.
- Customers and suppliers can request to stop receiving any marketing communications. Any such request will be actioned within 14 days of the request being made.
- Customers and suppliers can object to any storage or use of their data that might cause them substantial distress or damage or any automated decisions made based on their data. Any such objection will be considered by the Data Controller or the General Committee, and a decision communicated within 30 days of the request being made

7. **We keep personal data secure**

JTcommunications will ensure that data held by us is kept secure.

- Electronically-held data will be held within a password-protected and secure environment
- Physically-held data will be stored in a secure manner

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The cookie consent system includes a link to the JTcommunications Privacy Policy which outlines which specific cookies are used and how cookies can be disabled in the most common browsers.