



Wingspan Consulting Ltd

Data Protection Policy

We are registered as a Data Controller with the Information Commissioner's Office and we comply with the letter and the spirit of the Data Protection Act 2018, the regulations in force under the Act and all other relevant legislation on data protection.

The Data Protection Act covers information about individuals which is held on computer or in a manual filing system, or which is recorded with the intention that it will be part of such systems. The Act applies to people or organisations that use or hold such personal data.

Wingspan Consulting holds personal information on staff, partners, clients, and other stakeholders (eg people who participate in research and consultation exercises).

In accordance with the Act, we ensure that all personal data is:

- processed fairly and lawfully
- obtained only for specified purposes
- relevant to the purposes for which it is processed
- accurate and kept up to date
- not kept for longer than is necessary
- processed according to the rights of the Data Subject under the Act
- protected against unauthorised processing, accidental loss or damage
- not transferred to areas outside of the European Union (including via websites)

All people have a right to see the information held on them by Wingspan Consulting. Requests should be in writing to one of the Directors. Wingspan Consulting will provide a copy of the information within two weeks of receiving the request. No charge is made.

Information about individuals will not be disclosed to any third party outside of Wingspan Consulting without the permission of the individual.

Wingspan Consulting Ltd

2 Springs Road, Keswick, Cumbria, CA12 4AQ

www.wingspan-consulting.co.uk

Company Number: 5778211

Data Protection Rules and Processes

1. All work computers to be password protected
2. No personal data to be held on CD-ROMs or memory sticks
3. Emailed personal data to be deleted from outlook 'Sent Items' boxes once sent
4. All employees to check that data will be held securely and in accordance with DPA principles before transferring it to any third party
5. All stakeholders to be informed before we process their personal data
6. Personal data held as part of projects to be deleted no later than three months from the end of the project unless otherwise required by law or contract
7. Data Protection to be a standing item on the weekly management meeting
8. 3 monthly review of all computers and other files to identify and delete personal data by all staff

Date of last review: December 2021