

Data protection compliance statement – Kiwi Design Ltd

This document demonstrates our commitment to protecting the privacy and security of your personal information. It contains information regarding how we collect and use personal data or personal information about you in accordance with the General Data Protection Regulation (GDPR) and all other data protection legislation currently in force.

Pursuant to that legislation, when processing data we will;

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons outlined below
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be lost or destroyed or used for anything that you are not aware of or have consented to (as appropriate)

Kiwi Design Ltd is a “data controller”. This means that we are responsible for determining the purpose and means of processing personal data relating to you.

“Personal data”, or “personal information”, means any information relating to an identified, or identifiable individual in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

There are “special categories” of sensitive personal data, meaning data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sex life or sexual orientation, genetic data, and biometric data which require a higher level of protection.

PROCESSING INFORMATION ABOUT YOU

We use your personal data to fulfil legal or contractual obligations and provide service information.

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

Personal data: Name, email address, company telephone number, static IP address, job title, company address.

We have obtained your personal data from you directly.

LAWFUL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

We consider that the basis for which we will process the data contained in the list above (see section above - **details of information we will hold about you**) is necessary for the performance of the contract we have with you and to enable us to comply with our legal obligations.

SHARING DATA

Your personal data will be treated as strictly confidential, and will be shared only with employees of Kiwi Design Ltd.

We do not anticipate that we will transfer data to other countries.

AUTOMATED DECISION-MAKING

We do not use any form of automated decision making in our business.

DATA SECURITY

As part of our commitment to protecting the security of any data we process, data is managed in accordance with our data security policy.

If you would like further details please contact Gary Blackmore, Finance Director (Phone: 01202 822634 Ext: #750, E-mail: gary.blackmore@kiwidesign.co.uk).

In addition, we have put further security measures in place to avoid data from being accessed, damaged, interfered with, lost, damaged, stolen or compromised. In cases of a breach, or suspected breach, of data security you will be informed, as will any appropriate regulator, in accordance with our legal obligations.

DATA RETENTION

We keep your personal data for no longer than reasonably necessary for a period of 6 years in order to meet legal requirements. Examples include: in case of any legal claims/complaints; for safeguarding purposes etc.

YOUR RIGHTS IN RELATION TO YOUR DATA

We commit to ensure that any data we process is correct and up to date. It is your obligation to make us aware of any changes to your personal information.

In some situations, you may have the;

- **Right to be informed.** This means that we must tell you how we use your data, and this is the purpose of this privacy notice.
- **Right to request access.** You have the right to access the data that we hold on

you. To do so, you should make a subject access request

- **Right to request correction.** If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- **Right to request erasure.** If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- **Right to object to the inclusion of any information.** In situations where we are relying on a legitimate interest (or those of a third party) you have the right to object to the way we use your data where we are using it.
- **Right to request the restriction of processing.** You have the right to ask us to stop the processing of data of your personal information. We will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- **Right to portability.** You may transfer the data that we hold on you for your own purposes.
- **Right to request the transfer.** You have the right to request the transfer of your personal information to another party.

If you wish to exercise any of the rights explained above, please contact Gary Blackmore (Phone: 01202 822634, Ext: #750, E-mail: gary.blackmore@kiwidesign.co.uk).

Change of purpose for processing data

We commit to only process your personal information for the purposes for which it was collected, except where we reasonably consider that the reason for processing changes to another reason and that reason is consistent with the original basis for processing. Should we need to process personal information for another reason, we will inform you of this and advise you of the lawful basis upon which we will process.

QUESTIONS OR COMPLAINTS

Should you have any questions regarding this statement, please contact

Gary Blackmore
Finance Director
Phone: 01202 822634 Ext: #750
E-mail: gary.blackmore@kiwidesign.co.uk

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.