

# Sokada Ltd - GDPR Policy

## What is GDPR

General Data Protection Regulation ((EU) 2016/679) is the European legislation, which is effective from 25th May 2018.

GDPR is replacing the existing UK Data Protection Act and it provides additional legal rights for individuals against organisation who process their personal data.

## Who are we and how to contact us

We are Sokada Ltd, we can be contacted using the following details:

Please contact **Julian Wates** who is a Director of the company.

[Julian@sokada.co.uk](mailto:Julian@sokada.co.uk)

01435 817 226

Suite B Bank Buildings, Cherwell Road, Heathfield TN21 8JT

We are committed to ensuring that your personnel data is processed in accordance with this policy so please read it carefully and let us know if you have any queries.

## How we will process your personal data

### 1. Lawfully, fairly and transparently

We are processing your data because you have provided us consent by agreeing to this policy or to meet our legal requirements.

You can withdraw your consent at any time by contacting using the details above.

### 2. Why are we holding your data?

We will only process your personal data for the following purposes;

- to enable us to provide you the services/goods
- to keep you updated with our latest news

### **3. What data are we holding?**

We will only hold sufficient personal data to enable us to undertake the purposes set out in clause 2 above. If you believe the personal data we are holding is excessive then please contact us.

### **4. Is all the personal data we hold relevant?**

We shall only hold the amount of data necessary to provide you the services. If you feel that any personal data we request is excessive or not required then please contact us.

### **5. Keeping Your Personal Data Accurate**

You are responsible for ensuring that all personal data provided by you is accurate and advise us as soon as possible of any amendments required.

We may request that you confirm the accuracy of your personal data, which you are required to respond to within 14 days.

Failure provide or keep your personal data up to date may result in us ceasing to provide the services to you.

### **6. Storing and deleting your personal data**

We shall store all electronic personal data on a separate server.

We shall not store your personal data on any hard-drive of any IT hardware owned or used by us.

We shall store your personal data for duration of the services we provide you with (including any renewal or extension periods) plus 1 year.

If you wish your personal data to be deleted prior to the timescales above, you should contact us and we will action such request within 7 working days.

### **7. Protecting your personal data**

We are undertaking all reasonable security measures including but not limited to storing the personal data on a separate server, securing the site where personal data is held is secure

## **What to do if you believe there is a personal data breach**

If you suspect there has been a potential or actual breach of your personal data then you should contact us as soon as possible detailing the nature of the breach (notice of Breach).

We will acknowledge your Notice of Breach within 3 working days and investigate the breach within an additional 7 working days.

If through the investigation we determine that there has been a personal data breach, then we will take all necessary action in order to rectify the situation and minimise any potential or actual damage caused through such a personal data breach.

We will communicate with You regarding the action being taken.

We will comply with any guidelines issued by the Information Commissioners Office (ICO) in relation to Personal Data Breach's, including notifying the ICO when required to do so.

## **Do we share your personal data?**

We shall not transfer or share your personal data with any third-parties.

- In respect of sending out newsletters we use a third-party cloud-based software specifically designed for sending bulk email. The owner of this software states it is GDPR compliant and secure.

## **When we act as a data processor for you**

When you are the data controller who has permitted us to process personal data held by you, then you shall ensure that you have the full consent/rights of the data subject that their personal data being passed to us. You are fully responsible for ensuring that the personal data processed by you and passed to us complies with all principles of GDPR.

If you are a business or organisation then by signing this policy your business / organisation is committed to being GDPR compliant and has taken all reasonable actions to achieve this.

## **Changes to this policy**

We reserve the right to amend this policy at any time.