

# WSX Enterprise Ltd

## Information and Data Protection Policy

**WSX Enterprise Ltd** is registered under the General Data Protection Regulation.

**WSX Enterprise Ltd** regards the lawful treatment of Personal Data as necessary for its continued successful operations and to maintain confidence between clients, partners, third parties & **WSX Enterprise Ltd** itself. **WSX Enterprise Ltd** has a Data Protection register in place for the following purposes:

- Staff administration
- Advertising, marketing and public relations
- Accounts and records
- Administration of membership records
- Advertising, marketing and public relations for others
- Consultancy and advisory services
- Education
- Fundraising
- Commercial Activity
- Information and databank administration
- Journalism and media
- Legal services
- Processing for not for profit organisations
- Realising the objectives of a charitable organisation or voluntary body
- Research
- Trading/sharing in personal information

IF **WSX Enterprise Ltd** needs to collect data for any purpose not stated above we will notify the Data Protection Officer before collecting that data.

### Applicability

The policy is in relation to the following:

- All departments within **WSX Enterprise Ltd**
- Relationships with **WSX Enterprise Ltd's** contractors; their employees and agents when providing services to:
  - **WSX Enterprise Ltd**
  - **WSX Enterprise Ltd's** clients on behalf of **WSX Enterprise Ltd**

## Eight Data Protection Principles

Whenever collecting information about people **WSX Enterprise Ltd** agrees to apply the Eight Data Protection Principles:

1. Personal data should be processed fairly and lawfully
2. Personal data should be obtained only for the purpose specified
3. Data should be adequate, relevant and not excessive for the purposes required
4. Accurate and kept up-to-date
5. Data should not be kept for longer than is necessary for purpose
6. Data processed in accordance with the rights of data subjects under this act
7. Security: appropriate technical and organisational measures should be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data
8. Personal data shall not be transferred outside the EEA unless that country or territory ensures an adequate level of data protection

## Security Statement

**WSX Enterprise Ltd** has taken measures to guard against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage.

This includes:

- Taking steps to control physical security on the **WSX Enterprise Ltd** IT infrastructure – Onsite data is protected by industry standard security technology, such as industry standard firewalls, password protection + restricted access at all levels.
- Establishing a business continuity/disaster recovery plan
- Training all staff on security systems and procedures

## Opt-Out Choice

If you decide that you do not wish to receive marketing communications from us please email [info@wsxenterprise.co.uk](mailto:info@wsxenterprise.co.uk) or contact our Data Protection Officer on 01329 223242.

## Data Access & Corrections

Upon receipt of your request, we will disclose to you the data we hold about you within 28 calendar days. We will also correct, amend or delete any Personal and/or Business data that is inaccurate and notify any third party recipients of the necessary changes.

If you wish to access or correct your Personal and/or Business data, please write to our Data Protection Officer, WSX Enterprise Ltd., Wates House, Wallington Hill, Fareham, Hampshire, PO16 7BJ or email [info@wsxenterprise.co.uk](mailto:info@wsxenterprise.co.uk)

We do not charge for complying with an initial correction request; however, we may charge a nominal administration fee of £10+vat for subsequent requests of data as allowed by the **General Data Protection Regulation**, for which **WSX Enterprise Ltd** will undertake:

- Do an initial search on the client management system for instances of the client's personal details and related instances of service delivery or other contact with **WSX Enterprise Ltd** employees
- Follow this with requests to the specified employees for details of other documentation, correspondence or emails held physically or electronically relating to the contact
- Prepare a folder of material (as applicable) for despatch to the client within ten working days of receipt of the request
- A customer can expect **WSX Enterprise Ltd** to alter the way in which the customer's data is processed in so far as **WSX Enterprise Ltd** is able, without prejudice to **WSX Enterprise Ltd's** ability to deliver services or to operate within the constraints of contractual agreements.