

# WSX Enterprise Ltd

## Information and Data Protection Policy

**WSX Enterprise Ltd** is registered under the Data Protection Act 1998.

**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
- 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**
- **WSX Enterprise Ltd** activities:
  - South East Design
  - South West Design
  - Business Link Dorset
- 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:

- Adopting a **WSX Enterprise Ltd** Information Data Protection Policy & Privacy Policy
- Taking steps to control physical security on the **WSX Enterprise Ltd** IT infrastructure – Our servers and databases are protected by industry standard security technology, such as industry standard firewalls & password protection
- Establishing a business continuity/disaster recovery plan (**WSX Enterprise Ltd** takes daily back-ups of its computer data files and this is stored away from the office at a safe location)
- Training all staff on security systems and procedures
- Detecting and investigating breaches of security should they occur
- Where possible, all communications will hold a reference to the website ([www.wsxenterprise.co.uk](http://www.wsxenterprise.co.uk)), for access to the **WSX Enterprise Ltd** Privacy Statement, Data Protection Policy and opportunity to 'opt out' of the specified uses or to request access to their personal data

## **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 written request, and with enough information to allow us to identify your data (Personal or Business), 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 a correction request; however, we charge a nominal administration fee of £10 for requests of data as allowed by the Data Protection Act 1998, 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.

## Penalties & Disciplinary Action

Any **WSX Enterprise Ltd** employee who knowingly violates or attempts to violate this Data Protection Policy shall be subject to disciplinary action.

Any contractors working with data on behalf **WSX Enterprise Ltd** who knowingly violates or attempts to violate this Data Protection Policy shall be subject to penalties.

Any **WSX Enterprise Ltd** employee who mistakenly violates the Data Protection policy must inform the Data Protection Officer immediately.