



## Policy – Data Protection

In order to provide a quality online service and comply with legislation, WE will need to request information from parents about their child and family. Some of this will be personal data.

WE take families' privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), WE will process any personal data according to the seven principles below:

1. WE must have a lawful reason for collecting personal data, and must do it in a fair and transparent way. WE will be clear about what data WE are collecting, and why.
2. WE must only use the data for the reason it is initially obtained. This means that WE may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data with me in the first place.
3. WE must not collect any more data than is necessary. WE will only collect the data WE need to hold in order to do the job for which WE have collected the data.
4. WE will ensure that the data is accurate, and ask parents to check annually and confirm that the data held is still accurate.
5. WE will not keep data any longer than needed. WE must only keep the data for as long as is needed to complete the tasks it was collected for.
6. WE must protect the personal data. WE are responsible for ensuring that I, and anyone else charged with using the data, processes and stores it securely.
7. WE will be accountable for the data. This means that WE will be able to show how WE (and anyone working with me) am complying with the law.

WE have registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

WE expect members to keep private and confidential any sensitive information they may accidentally learn about other ABW members and their businesses.

### Subject access

You have the right to inspect records about you and your business at any time. This will be provided without delay and no later than one month after the request, which should be made via our email. WE will ask you to regularly check that the data is correct and update it where necessary.

## **Storage**

WE will keep all records on our CRM system which can only be accessed by Aspiring Business Women administrators using a password protected system to prevent viewing of the information by others with access to the computer. We currently use Infusionsoft and have carried out due diligence to ensure they are compliant with GDPR

## **Information sharing**

WE will not share any information with anyone without your consent

## **Safe disposal of data**

Once your membership has run out will with continue to store your records on our system until such time that you unsubscribe.

## **Suspected breach**

If WE suspect that data has been accessed unlawfully, WE will inform the relevant parties immediately and report to the Information Commissioner's Office within 72 hours. WE will keep a record of any data breach.