

Humanise Solutions Ltd Data Protection Policy 2023

1. Introduction

- **Purpose:** Establish guidelines for the collection, use, processing, and protection of personal data.
- **Scope:** Applicable to all employees, contractors, and partners of Humanise Solutions Ltd.

2. Policy Statement

- Commitment to protecting personal data in accordance with the UK Data Protection Act 2018 and GDPR.

3. Definitions

- Definitions of key terms such as “personal data”, “processing”, “data subject”, and “consent”.

4. Data Protection Principles

- Lawfulness, fairness, and transparency in data processing.
- Purpose limitation, data minimization, and accuracy.
- Storage limitation and integrity and confidentiality.

5. Lawful Basis for Processing

- Identifying and documenting the lawful basis for data processing activities.

6. Rights of Data Subjects

- Rights of individuals including access, rectification, erasure, restriction, data portability, objection, and rights related to automated decision-making.

7. Consent Management

- Procedures for obtaining, recording, and managing consent for data processing.

8. Data Security

- Measures to ensure data security, including encryption, access control, and secure data storage.
- Procedures for regular security assessments and audits.

9. Data Breach Response

- Procedures for detecting, reporting, and investigating a data breach.
- Compliance with the GDPR's breach notification requirements.

10. Data Sharing and Transfers

- Guidelines for data sharing with third parties and international data transfers, ensuring adequate protection.

11. Employee Responsibilities

- Training and awareness programs for employees.
- Guidelines for handling personal data in their roles.

12. Record Keeping

- Maintaining records of processing activities and data protection impact assessments.

13. Monitoring and Compliance

- Regular reviews of data protection practices.
- Mechanisms for auditing and ensuring compliance with this policy.

14. Policy Updates

- Regular updates to the policy in response to legal, technological, or organizational changes.

15. Consequences of Non-Compliance

- Disciplinary actions and potential legal consequences for non-compliance.