

Data Protection Policy

StandOut Editing

Last updated : 14 September 2020

Definitions :

Business : means StandOut Editing, a registered Business.

GDPR : means the General Data Protection Regulation.

Responsible Person : means Richard Howe.

1. Data Protection Principles

The Business is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- f. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

2. General Provisions

- a. This policy applies to all personal data processed by the Business.
- b. The Responsible Person shall take responsibility for the Business's ongoing compliance with this policy.
- c. This policy shall be reviewed if the business changes its practices and there becomes a requirement for data processing to be undertaken.
- d. After undertaking a self-assessment at <https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/> it is understood that the Business is not currently required to register with the Information Commissioner's Office as it does not process personal data.

3. Data Use & Storage

- a. The Business does not store any personal data.
- b. The Business does not seek to obtain any personal data.
- c. The only event in which the Business handles personal or business data is when it is submitted by email or completion of an online request form.

4. Data Minimisation

- a. The Business shall ensure that the least amount of personal data possible is handled.
- b. The Business will limited the amount of personal data used to what is necessary in relation to the purposes for which they are provided by an individual or business.

5. Security

- a. The Business shall ensure that personal data is not stored, other than personal data which is submitted to the Business by email.
- b. Access to personal data which is submitted by email from an individual or business shall be limited to only the Responsible Person.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.

END OF POLICY