

# GDPR Policy Statement



## Introduction

Insight to Impact Consulting Ltd's mission is to support individuals to govern effectively - this includes school governors, charity trustees and non-executive directors and public sector governors.

Insight to Impact Consulting Ltd recognises the ethical and legal commitment to ensuring the privacy of its clients, and as such has taken steps to ensure that its operations and activities are compliant with the EU General Data Protection Regulation. This statement document provides confirmation and detailed information regarding that commitment, in addition to further information which our clients may need in order to contact us on matters related to privacy and their data.

### 1. We will protect our client's personal information

Insight to Impact Consulting uses appropriate safeguards such as strong password protection on electronic devices used to access data. Hard copies of personal data are stored in a secured locked safe. We will review these methods on a six monthly basis to ensure that they remain adequate.

### 2. We will process personal data fairly and legally

We will process our client's personal data to the highest standard expected both legally and ethically.

### 3. We will provide information on why, how and where your personal information is being processed.

Our client's personal information will be collected and processed only for specific agreed purposes, and we will provide information on request regarding any aspect of our processing.

### 4. We will never share your data with a third party without your explicit permission

Our client's personal data is collected by us in order to facilitate communications with them and progress professional and business activity. It will never be shared with a third party unless there is explicit permission from individual clients.

### 5. We will take steps to minimise personal data collection

We will only collect and process a minimum data set in order to facilitate a business relationship. Unless we have a contractual agreement with you which requires a further level of personal data, this will be limited to:

- First and last names
- Email address
- Company name
- Telephone number
- Sector (e.g. Education, Health, Charity etc)

### 6. You have the right to have your personal data made available to you, rectified if inaccurate, and deleted if appropriate

We will respond to any reasonable request made in relation to personal data and provide copies, rectify errors or provide assurance of deletion where relevant.

## **7. We will carry out Data Protection Impact Assessments on existing and new requirements for collecting personal data**

We will use the ICO's recommended process for carrying out Data Protection Impact Assessments as required, and make the outcomes of these assessments available to clients as appropriate. The outcomes will directly influence our processes and actions in regards to each specific assessment.

## **8. We will respond to a Subject Access Request within 30 days, and in the format and medium agreed with the subject.**

See Making a Subject Access Request below.

## **9. We will report any breach of our systems to the ICO which put client personal data at risk within 72 hours.**

See Breach Log

## **10. We will act within the requirements of GDPR whether we are acting as the Data Controller or Data Processor.**

### **Making a Subject Access Request**

Clients or Professional contacts of Insight to Impact Consulting Ltd may make Subject Access Requests with reference to the personal information we hold. These requests should be sent by email to [su@insighttoimpactconsulting.co.uk](mailto:su@insighttoimpactconsulting.co.uk) or by letter to Insight to Impact Consulting Ltd, 130 Audlem Road, Nantwich Road, Cheshire, CW5 7EA . They will be responded to within 30 days, and should contain the following information.

- Details of the person requesting the information (full name, address, contact telephone number, email address)
- An affirmation that they are the data subject, and if not, that they are acting on behalf and with permission of the data subject, with proof of identities and address (see below)
- Details of the data subject (if different from the requester)
- A description of the information that they are seeking
- A declaration that all information provided by the requester is accurate and true

Acceptable forms of identity and address include one of each of the following:

1. Proof of Identity - passport, driving licence, birth certificate
2. Proof of Address - utility bill, bank statement, credit card statement (less than 3 months old), driving license, TV license, local authority tax bill, HMRC tax document (less than 1 year old)

If sending by email please scan and attach. The attachment will be securely deleted once identity and address have been confirmed. If sending by post, please enclose a colour photocopy (not original documents), these will be shredded once identity and address have been confirmed.