



## **Move it or Lose it Data Protection Policy**

### **We are committed to protecting your data.**

This policy gives information on how we store and protect data. This is in supplement to our Privacy Policy which outlines our data processes and is available on our website – [www.moveitorloseit.co.uk](http://www.moveitorloseit.co.uk) or via email [info@moveitorloseit.co.uk](mailto:info@moveitorloseit.co.uk)

### **Data Protection Law**

This policy is designed to comply with the General Data Protection Regulation EU 2016/679, replacing The Data Protection Act 1998 as of 25<sup>th</sup> May 2018.

### **Data Controller**

For the purpose of the General Data Protection Regulation EU 2016/679, the data controller is Move it or Lose it Ltd, a company registered under Company No. 07320699 whose registered address is PARK VIEW COCKHILL FARM MIDDLETON LANE, MIDDLETON, TAMWORTH, STAFFORDSHIRE B78 2BW

### **Data Storage**

The following describes how and where data should be stored safely.

When personal data is collected and stored on paper, it should be kept in a secure place where unauthorised people cannot see it. As outlined in our Privacy Standard, all licenced instructors are responsible for keeping personal data safe and confidential. This involves the adhering to the following guidelines:

- When not required, the paper or files should be kept in a locked drawer or filing cabinet.
- Make sure paper and printouts are not left where unauthorised people could see them, such as on a printer.
- Printouts containing personal data should be shredded and disposed of securely when no longer required.

When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts:

- Data should be protected by strong passwords that are changed regularly and never shared between licenced instructors.
- If data is stored on removable media (like CD or DVD), these should be kept locked away securely when not being used, or when being transported as described above.
- Data should only be stored on designated drives and servers, and should only be uploaded to an approved cloud computing services.
- Servers containing personal data should be sited in a secure location, away from general office space.
- Data should be backed up frequently. Those backups should be tested regularly, in line with the company's standard backup procedures.
- Data should never be exclusively saved directly to laptops or other mobile devices like tablets or smart phones.

- All servers and computers containing data should be protected by approved security software and a firewall.

### **Cloud-based storage**

We use the following cloud-based systems to store data:

- GoCardless Ltd. Sutton Yard, 65 Goswell Road, London, EC1V 7EN, United Kingdom
- HubSpot Inc., European Office, One Dockland Central, Dublin 1, Ireland
- Google Data Centre, Dublin, Ireland.

These systems allow us to complete our business obligations such as processing payment, CRM, and administrative purposes. All the above systems are compliant with GDPR as set out on the respective websites:

- [GoCardless](#)
- [HubSpot](#)
- [Google Cloud](#)

### **Data Use**

We will only use your personal data when the law allows us to. For more information on how we use your data and how long we store data please refer to our Privacy Policy, available on our website – [www.moveitorloseit.co.uk](http://www.moveitorloseit.co.uk) or email [info@moveitorloseit.co.uk](mailto:info@moveitorloseit.co.uk)

### **Data Accuracy**

We endeavour to take reasonable steps to ensure data is kept accurate and up to date. As such:

- Data will be held in as few places as necessary without any unnecessary duplication.
- Licenced instructors should take every opportunity to ensure data is updated as often as possible and no longer than 12-month intervals.
- Customers have the right to access information held about them and request updated information be added or incorrect information to be removed.
- Data should be updated as and when inaccuracies are discovered, if any. Incorrect data will be removed from our database.

### **Customer Rights**

Any customer of Move it or Lose it or our licenced instructors has the right to withdraw consent to their data, request erasure of their data, ask us to suspend the use of your data, move, copy or transfer information at any time. For more information about how we can do this please refer to our Privacy Policy available on our website – [www.moveitorloseit.co.uk](http://www.moveitorloseit.co.uk) or email [info@moveitorloseit.co.uk](mailto:info@moveitorloseit.co.uk)

