

REEF WATER SOLUTIONS LTD

PRIVACY POLICY

THE DATA PROTECTION ACT 2018 (DPA 2018) – UK GDPR

The Data Protection Act 2018 - Reef Water Solutions Limited will endeavour to:

Overview

- ❖ Record data such as telephone numbers, email, and business addresses etc for business contact only.
- ❖ Only share that information on individual business to business, person to person request unless you specifically request, we do not. We will not, under any circumstances knowingly share such information with unknown persons, agencies of commercial, or otherwise third parties.
- ❖ Ensure data is collected and stored in two ways only
 1. email software e.g. outlook.
 2. business contact management software.
- ❖ Ensure the security of your data via our firewall and antivirus software including any contact detail available through our Website Client Portal
- ❖ Ensure your data is backed up along with our normal data back up in a secure UK location or cloud services.
- ❖ in the event of a breach or hostile intervention we will secure our server and notify you. General – Reef Water Solutions in general do not sell direct to the public, and as such our contacts are primarily business to business only, and as such any contact with us is with the understanding that both parties are complicit with DPA 2018 protocols.

Your Rights as a data subject

1. **The right to be informed** – This means we must inform you how we are going to use your data. We will do this through this policy and by informing you how your data will be used each time we collect it.
2. **The right to access** – You have the right to access your personal data that we hold. This is called a subject to access request. We must respond to your request within one month. To request access to your data please contact postbox@reefwater.co.uk.
3. **The right to rectification** – If you think the data, we hold on you is incorrect, tell us so that we can put it right. You can do this by contacting us at postbox@reefwater.co.uk or calling 020 3326 2929.
4. **The right to erasure** – You have the right to request that we delete your data. We will do so, if we do not have a compelling reason for keeping it. To request this please email postbox@reefwater.co.uk
5. **The right to restrict processing** – You can change your communication preferences by contacting us at postbox@reefwater.co.uk or contacting us on 020 3326 2929. There are also other circumstances where you can suppress the processing of your personal data. For more information, please contact us.
6. **The right to data portability** – You can obtain and reuse your own personal data for your own purposes. To request this, contact postbox@reefwater.co.uk
7. **The right to object** – You have the right to object to **A) Direct marketing from Reef Water Solutions**, we will never pass on your information to a third parties without prior authorisation. To opt out of any Reef Water Solution marketing please contact postbox@reefwater.co.uk **B) Any processing where our lawful basis is legitimate interest**. If you would like to opt out of any of our legitimate interest processing, please contact postbox@reefwater.co.uk
8. **Rights in relation to automated decision making and profiling** – Reef Water Solutions do not participate in this process. Should this ever change our policy will be updated accordingly.

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with the best possible experience when you browse our website and allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies. A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive. Our cookies help us too: Make our website work as you would expect, Improve the speed/security of the site, continuously improve our website for you. We do not use cookies to: Collect any personally identifiable information (without your express permission). Pass data to advertising agencies. Pass personally identifiable data to third parties. Pay sales commissions.

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies. However, please note that doing this may affect how our website functions. Some pages may become unavailable to you or require repeat logins. If the settings on your software that you are using to view this website (your browser) are adjusted to accept cookies we take this, and your continued use of our website, to mean that you are satisfied with these terms.

Employees

Personal data will be kept no longer than is necessary. If at any point during your employment we need to ask your doctor/consultant for a medical report, we will obtain your consent under the Access to Medical Reports Act 1988. Personal data will be in accordance with your rights under the Data Protection Act 1998 and GDPR 2018.

The right to access – You have the right to access your personal data that we hold. This is called a subject to access request. We must respond to your request within one month. To request access to your data please contact postbox@reefwater.co.uk

Please notify HR if the information in your personnel file is inaccurate.



Signed:

Mike Frith

Date: 11th April 2022

Next Review Date: April 2023