

VIRTUALLYLocal

Memorable UK Telephone Numbers

GDPR Compliance Statement

Commitment

We are committed to the adherence of all relevant Data Protection Legislation, including the GDPR (General Data Protection Regulation), and ensure that all personal data that we process is done so in a manner that is:

- a) Lawful, fair and transparent in relation to the data subject
- b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those 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
- 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
- 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

Training

We are working to update relevant policies and procedures to ensure that all our data processing complies with the GDPR. Once adjusted to comply with these new guidelines these new policies and procedures will be implemented to ensure we protect all data we process regarding employees, customers, and suppliers. We are working to make sure that:

- g) Employees are made aware of the GDPR and all restrictions and obligations that are relevant to the data processing they perform. Existing staff members will have completed an on-line awareness course before 25th May 2018
- h) All employees starting after the 25th May 2018 will be made aware of the GDPR and will undergo GDPR awareness training as part of their induction
- i) Suppliers who process data on behalf of ourselves have agreed to contractual arrangements regarding the handling of personal data we share with them. Business will only take place with suppliers that comply with all data protection laws and regulations.

Policy

We have updated our Privacy Policy and a copy has been made available on our website. Our Privacy Policy is also used, in conjunction with other procedures and policies, to form our employee induction training.

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Individual Rights

We recognise an individual's rights under the GDPR. Should you wish to exercise your right to be forgotten or right to access you should contact hello@virtuallylocal.co.uk . All requests for deletion or access to personal data will be acted within a 1-month time scale, providing there is no reason for continued processing or exemptions set out in the GDPR do not apply. The exemptions set out in the GDPR include where personal data is processed as a legal requirement.

Privacy & Protection

We will implement data protection in all areas where personal data is processed on our behalf. We have conducted privacy impact assessments where necessary to ensure that all risks of the privacy of an individual have been considered and addressed. We will provide individuals with information about how we use their data at the first instance of processing in the form of Privacy Notices.

Data Loss

Should a data breach occur that is likely to result in a risk to the rights of an individual, we ensure that the people affected will be informed within 72 hours of first discovery.

GDPR Contact

Any questions or concerns related to GDPR or data protection in general should be addressed to hello@virtuallylocal.co.uk .