



Data protection policy

Context and overview

Key details

- Policy prepared by: Tracey Hamilton
- Approved by board / management on: 8th October 2020
- Policy became operational on: 8th October 2020
- Next review date: 8th October 2021

Introduction

No Hassle DIY Divorces needs to gather and use certain information about individuals.

These can include customers, suppliers, business contacts, employees and other

Why this policy exists

This data protection policy ensures No Hassle DIY Divorces:

- Complies with data protection law and follow good practice
- Protects the rights of staff, customers and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

Data protection law

Information can be found in The Data Protection Act 1998 - General Data Protection Regulation (GDPR) 2018 describes how organisations — including [No Hassle DIY Divorces must collect, handle and store personal information.

People, risks and responsibilities

Policy scope

This policy applies to:

- All at No Hassle DIY Divorces

Data protection risks

This policy helps to protect No Hassle DIY Divorces from some very real data security risks, including:

- **Breaches of confidentiality.** For instance, information being given out inappropriately.
- **Failing to offer choice.** For instance, all individuals should be free to choose how the company uses data relating to them.
- **Reputational damage.** For instance, the company could suffer if hackers successfully gained access to sensitive data.

Responsibilities

Everyone who works for or with No Hassle DIY Divorces has some responsibility for ensuring data is collected, stored and handled appropriately.

Subject access requests

All individuals who are the subject of personal data held by No Hassle DIY Divorces are entitled to:

- Ask **what information** the company holds about them and why.
- Ask **how to gain access** to it.
- Be informed **how to keep it up to date.**
- Be informed how the company is **meeting its data protection obligations.**

If an individual contacts the company requesting this information, this is called a subject access request.

Subject access requests from individuals should be made by email, addressed to the data controller at info@nohassledi divorces.com. The data controller can supply a standard request form, although individuals do not have to use this.

Individuals will be charged €10 per subject access request. The data controller will aim to provide the relevant data within 14 days.

The data controller will always verify the identity of anyone making a subject access request before handing over any information.

Disclosing data for other reasons

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, No Hassle DIY Divorces will disclose requested data. However, the data controller will ensure the request is legitimate, seeking assistance from the board and from the company's legal advisers where necessary.

Providing information

No Hassle DIY Divorces aims to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights

To these ends, the company has a privacy statement, setting out how data relating to individuals is used by the company.

[This is available on request. A version of this statement is also available on the www.nohasslediydivorces.com