

Digital Network Solutions Ltd

Privacy Policy

1 INFORMATION LAW AND GOVERNANCE (AS APPLIED TO INDIVIDUAL PERSONS)

1.1 Rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018(DPA) individuals have a number of rights with regard to their personal data. They have the right to request from us access to and rectification or erasure of personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

Having provided consent for the processing of data they have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before consent was withdrawn.

They have the right to lodge a complaint to the Information Commissioners' Office if they believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to their personal data.

1.2 Policy

It is the policy of Digital Network Solutions Ltd to only use the personal data of private individuals for 'primary' business purposes (i.e. to facilitate the transactions pursuant to the instructions of the private individual concerned). This means we only gather the minimum data required to complete these transactions and supporting activities. We will never use their private information for any other purpose.

We will not collect any data designated as 'Special' under the GDPR such as health, ethnicity, political or religious beliefs etc.

We will not collect any data on under-age subjects (children).

1.3 Legal Basis

The legal basis under which we collect basic information on individuals is that it be pursuant to our primary business purposes. In plain English, this means in order to carry out the instructions of those individuals as we transact business with them in the normal manner.

1.4 Storing and Processing

Information on individuals will only be stored and processed for as long as it is needed. Either to support the primary business activities or to comply with relevant legislation (such as company law). After this, it will either be deleted or anonymised as appropriate.

1.5 Data Subject Access Requests

Data subjects wishing to exercise their rights should contact igov@dignetsol.co.uk using the subject 'Information Governance Request'. Requests to this address will be dealt with by the data controller within 30 days.

Details of our SAR and Incident Response procedures are available on request (R5Doc051)

1.6 Incident Response

Where there has been a breach, we will notify the Information Commissioners office (and where appropriate the affected data subjects) within 72 hours.

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