



Careful Care Cleaning

GDPR -

This statement is our preparation and operation of the control and management of data as laid down under the latest GDPR regulations.

1. Decision Maker -

The business owner - Karen Wellman

2. Information held

Client address and contact details, second contact and outline details of job spec
This info is shared with team members only for the purpose of direct business only.

3. Privacy (incorporates 4)

The client data is not shared outside of the organisation and is held in a secure, password protected system (Jobber).
The data is controlled by the owner and any request for data amendment or removal is action by the Decision Maker

5. Individual Rights.

The client has the right to view the data held, request amendments or removal. However if removal is requested the company would be unable to service the clients cleaning requirements.

6. Lawful Basis.

Data is only held on the request of a prospective client or client. The data is used solely for the purpose of managing the work requested by the client. No 3rd party access to the data is offered or allowed.

7. Consent.

Consent is given by virtue of the client requesting a quotation, job, or other directly related request.
Consent updates are sent annually by email.

8. Children.

The company holds no data relating to children.

9. Data Breach.

Should the data security be breached the Jobber software developer would be informed immediately to close down access to the data source. All clients would be contacted and informed of the breach and remedial actions suggested.

10. Data Protection.

The Decision Maker (business owner) has read the relevant information on the code of practice on privacy impact and assessments.

11. Data Protection Officers.

The business owner Karen Wellman

12. International Data Sources.

There is no data held for overseas companies.

This statement was prepared in May 2018 and supersedes any previous data protection statement.