

Data Protection Policy

Our Policy

Animate CIC gathers and uses various forms of personal information from every person that comes into contact with the company; this policy is to ensure all personal information is processed 'lawfully and fair' in accordance with the Data Protection Act 2018. This policy applies to all personal data processed by Animate CIC. The ongoing compliance to this policy will be maintained by Ryan Wilce (Executive Director) and this policy will be reviewed annually.

All members of staff are appropriately trained to understand the importance of handling, processing and holding personal information in accordance with the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Data Protection Act 2018

Animate CIC is committed to processing data in accordance with its responsibilities under the GDPR. Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial 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; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- 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; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- 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.

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Legal Obligations

Animate CIC are legally obliged to ensure:

- All data processed by us must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests.
- Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in our systems.

Security & Removal

Animate CIC ensures personal data is kept for no longer than necessary, we shall review our archiving process annually. We will consider what data should/must be retained, for how long, and why. We shall ensure that personal data is stored securely and electronically reducing our paper usage and complying with our Environmental Policy. When personal data is deleted this should be done safely such that the data is irrecoverable. Appropriate back-up and disaster recovery solutions shall be in place.

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Animate CIC will promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the Information Commissioner's Office.

Contact

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Information Commissioner's Office
www.ico.org.uk