

WareWorks Data Protection Policy

Introduction

WareWorks Ltd are committed to processing all data in accordance with the obligations of the GDPR. This can be summarised as follows:

- To process personal data lawfully and fairly.
- To process personal data only for legitimate business purposes.
- To be transparent in the way personal data is stored and processed.
- To protect against data breaches.
- To protect the rights of our clients and staff.

Data We Collect

WareWorks stores personal data about clients only for the lawful purposes of maintaining communications.

WareWorks immediately amends personal data if an error is found or whenever a client requests it.

WareWorks stores information about client project requirements, which may include documents provided by the client for the purpose of product specification and design. Design specifications result in other documents being produced, including manufacturing information. This derived information is retained by WareWorks on the client's behalf, unless instructed otherwise.

WareWorks does not use cookies to gather information about their clients.

Data Access Protection

All personal data and product information is password-protected and can only be accessed by authorised users for the lawful purposes decreed by the GDPR.

All personal data and product information is backed up on a regular basis to encrypted off-site storage facilities.

Data breaches are investigated and preventive measures put in place. Data breaches are reported to the ICO.

Data Sharing

Personal data may be transferred to organisations and personnel outside WareWorks, but only having obtained the client's permission.

Product information may be shared with organisations and personnel outside WareWorks, but only for the purposes of product development and within the constraints of any Non-Disclosure Agreement

associated with a product / project.

Data Retention

Personal data is retained by WareWorks purely for the purpose of future communications, including ongoing support of a product.

Product information is retained by WareWorks for the purposes of ongoing support, manufacturing and future development.

Personal data and product information is deleted from online storage if WareWorks deems future communications with a client to be unlikely. This normally takes place after 5 years.

Our Clients' Rights

Our clients have the right to see what information WareWorks is storing about them.

Our clients may request their information be deleted permanently from all online and offline storage devices.

Review

WareWorks reviews their GDPR policy annually.