

Data Protection Act

Walk the Walk Solutions also trading as: Business Continuity & Risk Management (BCARM) and Fusion Thinking

Introduction

1. The Data Protection Act 1998 places legal responsibilities for the management of personal or sensitive information on organisations.
2. Individuals and businesses that provide us with their information have the legal right to expect that we will manage their information according to the Data Protection Principles.
3. Individuals and businesses also have the legal right to check that we are handling their information accordingly.

Scope of this Policy

4. This policy applies to all "Walk the Walk Solutions Limited" staff, including those staff at Fusion Thinking (collectively the 'Company'), license holder administrators, license holders, client administrators and client users.
5. Whilst we promote excellence in Data protection handling to third party suppliers, the Company are not responsible for data held by external third parties providing systems within the Company. A separate subject access request will need to be made directly to such providers. Contact details for these providers can be obtained by emailing info@fusion-thinking.co.uk or info@bcarm.co.uk

Responsibilities

6. **The Company is registered with the Information Commissioner in accordance with the Data Protection Act 1998. The registration no. is Z1557067, which describes, in very general terms, the personal data that is processed.** The responsibility for ensuring compliance with legal obligations by the Company lies with Walk the Walk Solutions Limited.
7. Requests for information or "subject access requests" will be dealt within the Company with advice and support from the Data Protection / Legal and Compliance Officer(s).
8. All Company employees should familiarise themselves with this Policy.

Relationship with other policies

9. This policy should not be read in isolation, but instead in association with any other Company policy.

How will we approach Data Protection?

10. The Company is committed to protecting personal information and promoting confidence in its handling and use.

11. The Company will ensure data travelling between systems is encrypted wherever this is reasonably required.

12. The Company will endeavour to deal with "subject access requests" within 40 calendar days. Such statutory timescales are subject to satisfactory and required information provided to the Company.

13. All "subject access requests" will be dealt with by the Company administrators or managers in conjunction with the Data Protection Officer / compliance and legal departments.

14. All "subject access requests" must be made in writing to:

Walk the Walk Solutions Limited
145 High Street
Sevenoaks
Kent
TN13 1XJ

15. The Company will use the charging scale:

Scale of Charges

Scale of Charges for paper copies, including post and packing:

For 10 – 19 sheets £10.00

For 20 – 29 sheets £15.00

For 30 – 39 sheets £20.00

For 40 – 49 sheets £25.00

For 50 – 100 sheets £30.00

For requests amounting to more than 100 sheets, a price will be provided to the enquirer.

Payment is required by cheque made payable to Walk the Walk Solutions Limited before the information will be posted.

16. The Company will keep this policy under review.