

General Data Protection Regulation Additae Artes Limited

May 2020

The European General Data Protection Regulation (GDPR) came into force in the UK in May 2018. However, since the UK left the European Union and the transition period ended on 31 December 2020, the GDPR has now been incorporated into the [Data Protection Act 2018](#).

Alignment to the with the 7 key principles

- Personal data must be processed lawfully, fairly, and in a transparent manner
- Personal data must be processed for specified, explicit, and legitimate purposes
- Personal data must be adequate, relevant, and not excessive
- Personal data must be accurate and up to date
- Personal data shouldn't be kept any longer than is necessary
- Personal data must be processed securely
- The controller is responsible for GDPR and must demonstrate compliance

Additae Artes is why we are collected and intend to use personal data. We only collect the bare minimum and will not collect information that is not relevant to the specified purpose and therefore do not collect more information than is needed.

Any information that we hold will be factually accurate and updated where necessary. We will not keep data for longer than necessary and delete data regularly. Reducing how long we retain data helps reduce the risk that it is inaccurate and out of date.

We seek explicit consent before collecting and storing data and offer control of retention periods durations. This consent is separate to any other terms and conditions within the organisation. All data is kept in a double authenticated environment (see Cyber Security) which greatly reduces the risk of compromise.

Additae Artes complies with the rights of data subjects

- Seeking consent, that is recorded and auditable
- Being transparent with how we use the data
- Clear about protecting the data
- We are able to respond quickly to any access requests and support this with evidence
- Setting reminders to clean any files and folders that may contain personal data
- If we were to suffer a serious breach, we would inform the ICO with 72 hours, having gathered evidence as to the nature of the breach, tried to contain the breach with nay mitigations plans, act to protect individuals, Submit a report (if reportable)

Additae Artes and Information Commissioner's Office

Additae Artes, is not required to be a fee-paying registered organisation. However, it is important that we adhere to the principles of the General Data Protection Regulations and understand best practice for managing information. Therefore, we have elected to be registered our application number C1131710. Working with the ICO we will be able to continue following best practice for the ongoing confidentiality, integrity, availability and resilience of processing systems and services.

- that enable compliance with the rights of data subjects in respect of receiving privacy information, and access, rectification, deletion, and portability of personal data.
- to ensure that any consent-based processing meets standards of active, informed consent, and that such consents are recorded and auditable.
- to ensure legal safeguards are in place to legitimise transfers of personal data outside the UK (if such transfers will take place).
- to better maintain records of personal data processing activities; and
- to regularly test, assess and evaluate the effectiveness of the above measures.

Additae Artes and Information Commissioner's Office (May 2022)

Our most recent self-assessment results are in the table below. These can be validated using the Information Commissioners Officers Registration Self-Assessment tool that can be found [here](#).

Question	Response
1. Do you use CCTV for the purposes of crime prevention?	No
2. Are you processing personal information?	Yes
3. Do you process the information electronically?	Yes
4. Is your organisation responsible for deciding how the information is processed?	Yes
5. Do you only process information for one of the following purposes?	No
6. Are you a not-for-profit organisation that qualifies for an exemption?	No
7. Are you processing information for any of the following purposes?	No
8. Do you only process personal data for:	Yes

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