

**\*GDPR Data Protection Agreement (DPA) Policy\***

**\*1. Introduction\***

**Complete Fundraising Solutions Ltd**, is committed to protecting the privacy and security of personal data. We recognize the importance of handling personal data in a manner that complies with the General Data Protection Regulation (GDPR) and other applicable data protection laws. This policy outlines our approach to data protection, detailing the types of data we collect, the purposes for which we collect it, how it is stored and secured, and the rights of individuals under GDPR.

**\*2. Commitment to Data Protection\***

At **Complete Fundraising Solutions Ltd**, we are dedicated to maintaining the highest standards of data protection. We believe that protecting the personal data of our employees, applicants, and business partners is fundamental to building trust and sustaining our business operations. We are committed to processing personal data transparently, securely, and lawfully, ensuring that all data subjects' rights are respected and upheld.

**\*3. Data Collected\***

We collect and process personal data solely for the purposes outlined in this policy. The specific types of data we collect and the reasons for collection are as follows:

- \*Applicant Data:\*

  We collect personal data from individuals applying for positions at **Complete Fundraising Solutions Ltd**, This data typically includes names, contact details, employment history, and qualifications. The sole purpose of collecting this data is to assess the suitability of applicants for roles within our company. Applicant data is retained for six months from the date of submission, after which it is securely deleted unless otherwise required by law.

- \*Supplier Data:\*

  For our business operations, we collect data from new suppliers, such as contact information and details necessary for scheduling and managing appointments. This data is used to facilitate the booking of appointments and is stored securely on our App Stream system.

 **\*4. Use of Data\***

The personal data we collect is used exclusively for the following purposes:

- \*Applicant Data:\*

  Applicant data is used to evaluate candidates for employment opportunities within **Complete Fundraising Solutions Ltd**, We do not use this data for any other purpose and do not share it with third parties unless required for legal or regulatory compliance.

- \*Supplier Data:\*

  Supplier data is used for the purpose of managing business relationships, specifically for booking and scheduling appointments. This data is securely stored on the App Stream system, and access is restricted to authorized personnel only.

**\*5. Data Sharing\***

**Complete Fundraising Solutions Ltd**, is committed to ensuring that personal data is not shared with third parties unless it is necessary and in compliance with GDPR. We may share personal data with third parties only in the following circumstances:

- \*Legal Obligations:\*

  When required by law, we may disclose personal data to regulatory authorities, law enforcement agencies, or other governmental bodies.

- \*Service Providers:\*

  We may share data with trusted service providers who assist us in managing our operations, such as IT services. These providers are carefully selected and must comply with our data protection standards, ensuring that personal data is handled securely and only for the specified purposes.

In all cases, we ensure that appropriate data protection agreements are in place with any third parties with whom we share data, ensuring compliance with GDPR requirements.

 **\*6. Individual Rights Under GDPR\***

Under GDPR, individuals have the following rights regarding their personal data:

- \*Right to Access:\*

  Individuals can request access to the personal data we hold about them and obtain information on how it is being processed.

- \*Right to Rectification:\*

  Individuals have the right to request that we correct any inaccurate or incomplete data we hold about them.

- \*Right to Erasure (Right to be Forgotten):\*

  Individuals can request the deletion of their personal data, subject to certain conditions.

- \*Right to Restriction of Processing:\*

  Individuals have the right to request that we limit the processing of their personal data in certain circumstances.

- \*Right to Data Portability:\*

  Individuals can request that we provide them with their personal data in a structured, commonly used, and machine-readable format, or that we transmit this data to another data controller.

- \*Right to Object:\*

  Individuals have the right to object to the processing of their personal data based on our legitimate interests or for direct marketing purposes.

All requests related to these rights can be submitted to

Michael Howarth

**Complete Fundraising Solutions Ltd**

1-2 Venture House

Holbrooks

Coventry

CV6 4AF

Info@completefundraisingsolutions.co.uk

07974063675

. We are committed to responding to all requests in accordance with GDPR requirements.

**\*7. Security Measures\***

**Complete Fundraising Solutions Ltd** takes the security of personal data very seriously. We have implemented robust security measures to protect personal data from unauthorized access, alteration, disclosure, or destruction. These measures include:

- \*Data Encryption:\*

  All personal data stored on our systems, including the App Stream system, is encrypted both in transit and at rest to prevent unauthorized access.

- \*Access Controls:\*

  Access to personal data is restricted to authorized personnel only, based on their role and responsibilities within the company.

- \*Regular Security Audits:\*

  We conduct regular audits of our data protection practices and systems to identify and address any vulnerabilities.

- \*Staff Training:\*

  All employees receive regular training on data protection and GDPR compliance to ensure they understand their responsibilities in safeguarding personal data.

- \*Incident Response:\*

  In the event of a data breach, we have established procedures for promptly addressing the breach, mitigating any harm, and notifying affected individuals and regulatory authorities as required by GDPR.

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\*Approved by:\*

Mr C Mather

Director

6/10/2024

\*Next Review Date:\*

6/10/2025