



## **GDPR Compliance Policy**

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### **1. Our Commitment**

At Rising Kites, we are dedicated to protecting the privacy and security of personal information. In accordance with the General Data Protection Regulation (GDPR) that came into effect on May 25, 2018, we are committed to ensuring our operations comply with GDPR requirements. This regulation applies to any entity handling data related to individuals in the European Union (EU), regardless of the organisation's location.

Our commitment includes adherence to all applicable laws, regulations, and ethical standards. We expect all associates to uphold these standards, with management responsible for overseeing compliance.

### **2. What Rising Kites is Doing**

#### **Policies and Procedures**

We have thoroughly reviewed and updated our policies and procedures to align with GDPR requirements. These documents are periodically reviewed to ensure ongoing compliance.

#### **Awareness and Training**

Prior to May 25, 2018, all Rising Kites staff received data protection awareness training. This training ensures that all employees understand the importance of GDPR compliance and their roles in maintaining data privacy.

#### **Privacy Policy**

Our Privacy Policy, which is available on our website, has been updated to reflect GDPR compliance. It details how we collect, use, and protect personal data.

#### **Information Security**

We prioritise cyber security and have implemented robust measures to protect personal data. Our dedicated IT Security professionals ensure that our systems, as well as those of our suppliers and customers, are safeguarded against cyber threats.



## GDPR Roles and Responsibilities

For any inquiries or additional information regarding our GDPR compliance, please contact our Data Protection Officers at:

- **Email:** jo@risingkites.co.uk and fran@risingkites.co.uk

## 3. Data Protection Principles

In line with GDPR, Rising Kites adheres to the following principles for processing personal data:

- **Lawfulness, Fairness, and Transparency:** We process personal data lawfully, fairly, and transparently.
- **Purpose Limitation:** Data is collected for specified, legitimate purposes and not processed further in a manner incompatible with those purposes.
- **Data Minimisation:** We ensure that personal data collected is adequate, relevant, and limited to what is necessary.
- **Accuracy:** We take all reasonable steps to ensure that personal data is accurate and up-to-date.
- **Storage Limitation:** Personal data is retained only for as long as necessary for the purposes for which it was collected.
- **Integrity and Confidentiality:** We implement appropriate measures to ensure the security of personal data against unauthorised access, alteration, disclosure, or destruction.

## 4. Rights of Individuals

Under GDPR, individuals have the right to:

- **Access:** Request access to their personal data held by Rising Kites.
- **Rectification:** Request correction of inaccurate or incomplete data.
- **Erasure:** Request deletion of their personal data under certain conditions.
- **Restriction of Processing:** Request the restriction of processing their data.
- **Data Portability:** Obtain their data in a structured, commonly used format and transfer it to another data controller.
- **Objection:** Object to processing based on legitimate interests or direct marketing.

## 5. Data Breach Notification



In the event of a data breach, Rising Kites will notify the relevant authorities and affected individuals as required by GDPR, including taking all necessary steps to mitigate the impact of the breach.

## **6. Contact Us**

For any concerns or questions about how we handle personal data or to exercise your rights under GDPR, please contact:

### **Data Protection Officers**

Rising Kites

Email: [jo@risingkites.co.uk](mailto:jo@risingkites.co.uk) and [fran@risingkites.co.uk](mailto:fran@risingkites.co.uk)

This policy will be reviewed annually to ensure continued compliance with GDPR.