

DATA PROTECTION POLICY SUMMARY - 2018

Curiousa Ltd maintain personal data across three groups:

Human Resources - for all staff, contractors, freelancers, work placements etc

Finances - for all customers who have purchased products or services from Curiousa & Curiousa

Marketing - to members of the general public to see them informed on news and product launches

Human Resources

WHO: All staff, contractors, freelancers, work placements etc
WHAT: Hard copies and electronic files detailing personal contact details, employment history, personal qualifications, salary information, absenteeism, holidays, medical information, job performance etc
WHERE: HR Online, Staff Personnel File, Data Protection Officer computer
CONTROL: Hard copies locked, digital copies password protected
DELETION: On request, specific information may be deleted if deemed irrelevant

Finances

WHO: All all customers who have purchased products or services from Curiousa
WHAT: Hard copies and electronic files detailing the details of the job, including supplied documents such as architectural drawings, photographs and sketches. Email communication.
WHERE: Google Drive, In-house scheduling software, Mailchimp, in-house Job Tickets, Quickbooks On-line, invoice folders, bank statements, Job folders
CONTROL: Digital files password protected, registered access to Quickbooks on-line, training for all staff on data protection.
DELETION: On request, specific information may be deleted if not required to maintain accurate company financial records, which must be maintained for 6 years in accordance with UK Law. After 6 years, all data is deleted and all hard copies are shredded.

Marketing

WHO: All members of the general public who have opted to be added to our mailing list
WHAT: First name, surname and email address only
WHERE: Mailchimp
CONTROL: Password protected
DELETION: Unsubscribe at any time, deleted after 2 years inactivity

Issued by:

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