

Southern Enterprise Alliance

Information and Data Protection Policy

Southern Enterprise Alliance is registered under the Data Protection Act 1998.

Southern Enterprise Alliance regards the lawful treatment of Personal Data as necessary for its continued successful operations and to maintain confidence between clients, partners, third parties & **Southern Enterprise Alliance** itself. **Southern Enterprise Alliance** has a Data Protection register in place for the following purposes:

- Staff administration
- Advertising, marketing and public relations
- Accounts and records
- Administration of membership records
- Advertising, marketing and public relations for others
- Consultancy and advisory services
- Education
- Fundraising
- Information and databank administration
- Journalism and media
- Legal services
- Processing for not for profit organisations
- Realising the objectives of a charitable organisation or voluntary body
- Research
- Trading/sharing in personal information

IF **Southern Enterprise Alliance** needs to collect data for any purpose not stated above we will notify the Data Protection Officer before collecting that data.

Applicability

The policy is in relation to the following:

- **Southern Enterprise Alliance** and subsidiary companies
 - WSX Enterprise Ltd.
- **Southern Enterprise Alliance** brands
 - Mentor-Net
- Relationships with **Southern Enterprise Alliance's** contractors; their employees and agents when providing services to:
 - **Southern Enterprise Alliance**
 - **Southern Enterprise Alliance's** clients on behalf of **Southern Enterprise Alliance**

Eight Data Protection Principles

Whenever collecting information about people **Southern Enterprise Alliance** agrees to apply the Eight Data Protection Principles:

1. Personal data should be processed fairly and lawfully
2. Personal data should be obtained only for the purpose specified
3. Data should be adequate, relevant and not excessive for the purposes required
4. Accurate and kept up-to-date
5. Data should not be kept for longer than is necessary for purpose
6. Data processed in accordance with the rights of data subjects under this act
7. Security: appropriate technical and organisational measures should be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data
8. Personal data shall not be transferred outside the EEA unless that country or territory ensures an adequate level of data protection

Security Statement

Southern Enterprise Alliance has taken measures to guard against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage.

This includes:

- Adopting a **Southern Enterprise Alliance** Information Data Protection Policy & Privacy Policy
- Taking steps to control physical security on the **Southern Enterprise Alliance** IT infrastructure – Our servers and databases are protected by industry standard security technology, such as industry standard firewalls & password protection
- Establishing a business continuity/disaster recovery plan (**Southern Enterprise Alliance** takes daily back-ups of its computer data files and this is stored away from the office at a safe location)
- Training all staff on security systems and procedures
- Detecting and investigating breaches of security should they occur
- Where possible, all communications will hold a reference to the website (www.sea.net.uk), for access to the **Southern Enterprise Alliance** Privacy Statement, Data Protection Policy and opportunity to 'opt out' of the specified uses or to request access to their personal data

Opt-Out Choice

If you decide that you do not wish to receive marketing communications from us please email info@sea.uk.net or contact our Data Protection Officer on 01329 223242.

Data Access & Corrections

Upon receipt of your written request, and with enough information to allow us to identify your data (Personal or Business), we will disclose to you the data we hold about you within 28 calendar days. We will also correct, amend or delete any Personal and/or Business data that is inaccurate and notify any third party recipients of the necessary changes.

If you wish to access or correct your Personal and/or Business data, please write to our Data Protection Officer, Southern Enterprise Alliance, Wates House, Wallington Hill, Fareham, Hampshire, PO16 7BJ or email info@sea.uk.net

We do not charge for complying with a correction request; however, we charge a nominal administration fee of £10 for requests of data as allowed by the Data Protection Act 1998, for which **Southern Enterprise Alliance** will undertake:

- Do an initial search on the client management system for instances of the client's personal details and related instances of service delivery or other contact with **Southern Enterprise Alliance** employees
- Follow this with requests to the specified employees for details of other documentation, correspondence or emails held physically or electronically relating to the contact
- Prepare a folder of material (as applicable) for despatch to the client within ten working days of receipt of the request
- A customer can expect **Southern Enterprise Alliance** to alter the way in which the customer's data is processed in so far as **Southern Enterprise Alliance** is able, without prejudice to **Southern Enterprise Alliance** ability to deliver services or to operate within the constraints of contractual agreements.

Penalties & Disciplinary Action

Any **Southern Enterprise Alliance** employee who knowingly violates or attempts to violate this Data Protection Policy shall be subject to disciplinary action.

Any contractors working with data on behalf **Southern Enterprise Alliance** who knowingly violates or attempts to violate this Data Protection Policy shall be subject to penalties.

Any **Southern Enterprise Alliance** employee who mistakenly violates the Data Protection policy must inform the Data Protection Officer immediately.