Ironside Farrar Ltd - Privacy Policy

Introduction
Ironside Farrar Ltd is committed to ensuring the privacy and security of all personal data it processes. This policy outlines our compliance with GDPR and the Data Protection Act 2016.

GDPR Compliance
We meet GDPR requirements by:

- Maintaining records of all personal data.
- Obtaining consent for data use.
- Implementing robust security measures (firewall, in-house server, off-site backups).
- Responding to data access requests within 1 month.
- Training employees to report data breaches within 72 hours.
- Ensuring supplier and contractor compliance.

Individual Rights
We uphold the rights of individuals, including:

- Right to Be Informed
- Right of Access
- Right to Be Forgotten
- Right to Rectification

Organisational Measures
We ensure compliance through:

- Appointment of a Director (Donald McGregor) for GDPR compliance.
- Staff training.
- A Data Protection Statement outlining data handling rules.

Compliance with Data Principles
We ensure personal data is:

1. Fairly and lawfully processed.
2. Processed for specified purposes only – we will not use personal data for unstated reasons.
3. Adequate, relevant, and not excessive.
4. Accurate and up to date.
5. Not kept longer than necessary.
6. Processed in accordance with data subject's rights.
7. Processed securely.
8. Not transferred to countries without adequate protection.

Security Measures

- Data is protected by an in-house server with regular on-site backups
- No cloud-based storage for personal data.

Contact Information
For questions or to exercise your rights, contact: gdpr@ironsidefarrar.com , telephone 01315506500

Effective Date: 6th February 2025