



Data Protection and Privacy Policy



Purpose and Scope

Watertech Worldwide Ltd is committed to protecting the privacy and rights of individuals by ensuring all personal data is processed lawfully, fairly, and transparently. This policy complies with the **UK General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018** and outlines how the company manages personal data.

This policy applies to all employees, contractors, clients, suppliers, and stakeholders whose personal data is collected, processed, or stored by Watertech Worldwide Ltd.

Policy Statement

Watertech Worldwide Ltd will:

1. Process personal data only for legitimate business purposes.
2. Ensure that all data collected is relevant, accurate, and up-to-date.
3. Implement robust measures to secure personal data against unauthorised access, alteration, or loss.
4. Provide individuals with rights over their personal data, including access, correction, and deletion.

Signed:



Director, Watertech Worldwide Ltd

Date: 09.08.2024

Legal References and Contexts

This policy ensures compliance with the following legislation:

- ❖ **UK GDPR:** Governs the processing of personal data and provides individuals with enhanced rights.
- ❖ **Data Protection Act 2018:** Implements GDPR provisions in the UK, including specific exemptions and safeguards.
- ❖ **Privacy and Electronic Communications Regulations (PECR):** Governs electronic communications, including email marketing and cookies.

Failure to comply with these laws can result in significant fines, reputational damage, and loss of trust.

Key Definitions

- ❖ **Personal Data:** Any information relating to an identifiable individual, such as name, contact details, or identification numbers.

- ❖ **Processing:** Any operation performed on personal data, such as collection, storage, retrieval, or deletion.
- ❖ **Data Subject:** The individual to whom the personal data relates.
- ❖ **Data Controller:** The entity that determines the purposes and means of processing personal data.
- ❖ **Data Processor:** The entity that processes personal data on behalf of the data controller.

Understanding these terms is essential for complying with data protection laws and implementing best practices.

Responsibilities

Directors

- ❖ Ensure the company complies with all data protection laws.
- ❖ Appoint a Data Protection Officer (DPO) or assign responsibilities to a qualified individual.
- ❖ Allocate resources for implementing and maintaining data protection systems.

Data Protection Officer (DPO)

- ❖ Oversee compliance with data protection laws and company policies.
- ❖ Conduct data protection impact assessments (DPIAs) for high-risk processing activities.
- ❖ Serve as the point of contact for data subjects and regulatory authorities.

Employees

- ❖ Follow company procedures for handling personal data.
- ❖ Report any data breaches or potential risks to the DPO immediately.
- ❖ Complete annual training on data protection and privacy.

Procedures

1. Data Collection

- ❖ Collect only the data necessary for specific business purposes.
- ❖ Inform data subjects about how their data will be used and obtain their consent where required.

2. Data Storage and Security

- ❖ Store personal data in secure systems with restricted access.

- ❖ Use encryption, password protection, and multi-factor authentication for sensitive data.
- ❖ Regularly back up data to prevent loss or unauthorised alteration.

3. Data Retention

- ❖ Retain personal data only for as long as necessary to fulfil business purposes or legal obligations.
- ❖ Safely dispose of outdated or irrelevant data using secure deletion methods.

4. Data Subject Rights

- ❖ Provide data subjects with access to their personal data upon request.
- ❖ Correct or update inaccurate data promptly.
- ❖ Delete personal data when requested, unless legal requirements prevent deletion.

5. Data Breach Response

- ❖ Immediately report data breaches to the DPO.
- ❖ Notify affected individuals and the Information Commissioner's Office (ICO) within 72 hours, if required.
- ❖ Investigate breaches thoroughly and implement corrective measures to prevent recurrence.

Reporting and Monitoring Systems

Watertech Worldwide Ltd ensures compliance through:

- ❖ Regular audits of data handling practices and storage systems.
- ❖ Maintaining a centralised record of processing activities (ROPA).
- ❖ Conducting data protection impact assessments (DPIAs) for new projects or systems involving personal data.

Contingencies and Special Circumstances

In cases where data is shared with third parties or transferred internationally, Watertech Worldwide Ltd will ensure that:

- ❖ Contracts with data processors include GDPR-compliant clauses.
- ❖ Data transfers outside the UK are protected by standard contractual clauses (SCCs) or equivalent safeguards.
- ❖ Additional risk assessments are conducted for high-risk processing activities.

Ethical and Cultural Commitments

This policy reflects Watertech Worldwide Ltd's commitment to respecting individual privacy and building trust with clients and stakeholders. By adhering to strict data protection standards, the company safeguards its reputation and ensures responsible data management.

Consequences for Non-Compliance

Non-compliance with this policy may result in:

1. Disciplinary action for employees, including potential dismissal.
 2. Termination of contracts with suppliers or contractors found in breach.
 3. Reporting to regulatory authorities, leading to potential fines or sanctions.
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Benefits and Outcomes

Implementing this policy ensures that:

- ❖ Personal data is handled securely and responsibly, reducing the risk of breaches.
 - ❖ Watertech Worldwide Ltd complies with legal requirements, avoiding fines and penalties.
 - ❖ Trust is maintained with clients, employees, and stakeholders.
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Annual Review

This policy will be reviewed annually to ensure alignment with evolving legislation and technological developments. Feedback from employees and clients will inform updates, ensuring continued effectiveness.