

GDPR STATEMENT

In May 2018, the EU General Data Protection Regulation (GDPR) replaced the 1995 EU Data Protection Directive (European Directive 95/46/EC).

Design Incorporated is committed to ensuring policies and procedures are in place to ensure client data privacy and are registered with the Information Commissioner's Office (ICO). We welcome the GDPR as an important step forward in streamlining data protection requirements across the EU and as an opportunity for Design Incorporated to deepen our commitment to data protection.

In accordance with GDPR, Design Inc's ongoing compliance efforts include:

ASSESSMENT

Design Inc has carried out risk assessments on our procedures to identify any areas of concern regarding data privacy. This has covered a full review as to how, during the course of our daily business, we collect, use, store and dispose of personal data.

Design Incorporated is aware that such assessment is an ongoing process.

CONTRACTUAL COMMITMENTS: CUSTOMERS & SUPPLIERS

Compliance with the GDPR requires a partnership between Design Incorporated and our customers in their use of Design Inc services. In so much as Design Incorporated provides such requested services, we will generally act as a data processor and our customers will generally act as a data controller.

Working together, we hope to explore opportunities to assist our customers meet their GDPR obligation but we encourage our customers to independently familiarise themselves with the GDPR. It is the responsibility of the data controller (and not the data processor) to ensure any such request meets their obligations. For example, in the issuing of contractual documentation for requested services. Design Incorporated has reviewed its supplier contracts to ensure GDPR compliance throughout its supply chain.

STORING DATA

All data held by Design Inc is secured by numerous security measures. We offer a fully managed service, with only key employees having access to our systems in order to provide essential maintenance and development activities.

We block all public access to our systems with the exception of protocols required to deliver websites we host. Moreover, we take a multi-layered approach to security on our infrastructure.

Where appropriate we will inform and advise customers about secure transport layers such as SSL, implementing these into the services we provide to them.

RIGHTS OF THE INDIVIDUAL

As part of GDPR, Design Incorporated acknowledge the rights of the individual:

to obtain information regarding the personal data we store about them

to obtain information regarding how we store and process their personal data

to obtain information regarding how long their personal data is held

for the processing of their personal data to be compatible with the consent they provided

to ensure the stored personal data is kept up to date

to request for their personal data to be deleted and/or forgotten

to be made aware of the risks, rules and safeguards in place

ENSURING DATA COMPLIANCE

As a supplier of good and services to your organisation, when processing personal data, Design Inc undertake the following:

- *The processing is lawful, fair and transparent*
- *Data is collected and used for the purpose set out in your written instructions except where otherwise noted under legitimate interest*
- *Individuals processing the data are subject to a duty of confidentiality and comply with obligations under GDPR*
- *Data is accurate and up to date*
- *Data is kept safe and secure*
- *Appropriate technical and organisational security measures are in place to ensure compliance with GDPR*
- *The sub-processors we use to carry out contractual obligations with you shall comply with GDPR requirements and are confirmed in written sub-processor agreements. No sub-processor shall be used by our sub-processors without prior written consent.*
- *We have a rapid response notification procedure in place for any breach*
- *Ongoing GDPR awareness and training programs are provided to employees covering a variety of topics, including data protection, security, privacy and risk evaluation*