

ZANY ANTS LTD

DATA PROTECTION AND

ACCESS TO INFORMATION POLICY

Zany Ants Ltd (“the Company”) will comply with all statutory requirements of the General Data Protection Regulation 2018 and the Data Protection Act 2018 in relation to all personal data held on its computer and/or related electronic equipment and will take all reasonable steps to ensure the accuracy and confidentiality of such information.

The Data Protection Act protects individuals’ rights concerning information about them held on computer. Anyone processing personal data must comply with the eight principles of good practice. Data must be:

- fairly, lawfully and transparently processed
- processed for limited purposes
- adequate, relevant and limited
- up to date and accurate
- not kept longer than necessary
- processed in accordance with the data subject’s rights
- storage is safe and secure
- not transferred to countries outside the European Union without adequate protection

Data subjects can request access to the information held on them by the Company. This is known as a Subject Access Request. All requests should be made in writing. There is no charge for this service.

In addition, data subjects have the following rights:

- To request their information is updated, modified or removed at any time;
- To require the Company to delete or stop processing their data where that data is no longer necessary for the purposes of processing data;
- To object to the processing of their data where the Company is relying on its legitimate interests as the legal ground for processing; and
- To ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not their interests override the Company’s legitimate grounds for processing data.

Further details are set out in the Company’s Privacy Notice for Customers and Privacy Notice for Staff, copies of which are available on request.

Any requests should be sent to the Office Manager at office@zanyants.com.

Dated: 8 October 2018

Review date: October 2020