



DATA PROTECTION POLICY

- 1) We are committed to protecting your privacy and complying with the terms of the UK General Data Protection Regulation (GDPR) regarding the responsible and secure use of your personal data. This Data Protection Policy should be read in conjunction with any privacy notices displayed on our website at www.respia.io.
- 2) We will be processing personal data relating to you in order to provide the consultation services we have contracted for. The purpose of this statement is to let you know what personal data we collect and hold, why this personal data is collected, how long it is kept, and what your rights are with regard to this personal data. We are registered with the Information Commissioner's Office (ICO) Registration Number ZB493306.

Collection

- 3) We are mindful of your privacy and data security, and will avoid the unnecessary collection and recording of personal data. We will collect personal data such as name, address, telephone numbers, e-mail address, and video conferencing addresses. We may also collect any personal data you give us regarding your personal and professional background, relevant details of your current situation, as well as potentially sensitive personal data you choose to disclose in relation to your professional life.
- 4) Any ongoing notes we make about our work together are limited to what has been said or communicated between us, as well as any specifically relevant practical details that need to be collected during the course of our work together. Our notes will not contain any extensive commentary or interpretation that we have not shared with you or given you an opportunity to comment on or correct.

Usage

- 5) We will use your personal data in the following ways:
 - a) To provide consultation services in accordance with our agreement to work together. This may include communication and discussion between Respia consultants, as appropriate, to support our work with you.
 - b) To communicate with you about scheduling our appointments and other administrative aspects of our work together.
 - c) To fulfill any of our legal, ethical, and professional obligations related to our work together.

We reserve the right to dispose of any of your personal data after 6 years from the date our work together comes to an end.

Sharing

- 6) We have a duty of confidentiality to you which we regard as a central aspect of our work together. Further details regarding the confidentiality of our work can be found in our CaaS Group Confidentiality Agreement. We will not share any information about you with other organisations

or individuals, except in the circumstances described in that agreement.

Security

- 7) All personal data you provide will be stored as securely as possible. We will take all reasonable precautions to prevent the loss, misuse, or alteration of personal data.
 - a) Our accounts, invoicing, and professional records are managed via appropriate password-protected cloud-based software.
 - b) Our mobile phones, and any of your contact details and other personal data they contain, together with any cloud-based back-up, are both password-protected.
 - c) All paper forms and correspondence are kept in a secure office space. All electronic files are kept on password-protected devices with security protection software.
 - d) Whilst we endeavour to keep our IT systems and communications protected against viruses and other harmful effects, we cannot bear responsibility for all communications being virus-free.
 - e) Any paper desk diaries that we use to schedule our work do not contain your surname or any other identifying personal details, and so do not represent personal data.
 - f) Any known data breaches will be reported to the ICO within 72 hours.

Rights

- 8) In relation to your personal data covered by GDPR, you have the right to:
 - a) Be informed about any processing of your data
 - b) Request access or rectification of your data
 - c) Request restriction of any data processing
 - d) Request data portability – the transfer/copy of your data
 - e) Object to the processing of your data
 - f) Withdraw your consent to the processing of your data
- 9) If you wish to exercise any of the above rights, we would ask that you put that request in writing - either by e-mail or letter. You can make a verbal request if you prefer. If the exercise of any of these rights makes it impossible for us to meet the legal, ethical, or professional requirements of the services we are contracted to provide, our work together would need to come to an end.
- 10) There are some limits to the right of erasure. We may be required to retain data for the establishment, exercise or defence of legal claims, and to meet our legal obligations.
- 11) If you have any concerns about the way we handle your personal data we would invite you to share them with us. If you have concerns that have not been resolved effectively, you have the right to pursue the matter with the Information Commissioners Office (www.ico.org.uk).

Consent

- 12) Your attendance at CaaS group meetings and/or individual consultations represents full recognition and acceptance of these terms and your consent for us to process your personal data in connection with our work together.
- 13) We are always happy to discuss any questions you have about this policy, as well as any other aspect of our work together.