03 Data Protection and GDPR

Version 1.0

Scope: WCA directors, personnel, associates and subcontractors, as applicable to their work.

Purpose

Protect personal information processed by WCA in its business and research activities.

Policy commitment

Process personal data lawfully, fairly and transparently under applicable UK GDPR and Data Protection Act 2018 requirements, as amended. Collect only necessary data and retain it only as justified.

Implementation

Document lawful bases, controller/processor roles, privacy notices, retention periods and security controls. Use access restrictions, secure transfer and appropriate processor contracts. Assess high-risk processing and international transfers before they occur.

Reporting and accountability

Refer rights requests promptly to the director; respond within statutory deadlines. Record breaches and notify the ICO within 72 hours where legally required; notify affected individuals where required. Confirm ICO registration obligations and publish a separate privacy notice.