

EnableWorks Data Protection Policy

Effective Date: 1st November 2025

1. Purpose

EnableWorks is committed to protecting the privacy and security of personal data. This policy outlines how we collect, use, store, and protect personal data in accordance with

the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all personal data processed by EnableWorks, including data relating to clients, suppliers, employees, and website visitors.

3. Definitions

- **Personal Data:** Any information relating to an identifiable individual.
- **Processing:** Any operation performed on personal data (e.g. collection, storage, use, deletion).
- **Data Subject:** The individual whose personal data is being processed.
- **Data Controller:** EnableWorks, responsible for determining how and why personal data is processed.
- **Data Processor:** Any third party that processes personal data on behalf of EnableWorks.

4. Principles of Data Processing

EnableWorks adheres to the following principles:

- **Lawfulness, fairness, and transparency**
- **Purpose limitation**
- **Data minimisation**
- **Accuracy**
- **Storage limitation**
- **Integrity and confidentiality**
- **Accountability**

5. Lawful Basis for Processing

We process personal data under one or more lawful bases, including:


- Consent Contractual necessity
- Legal obligation
- Legitimate interests


6. Data Subject Rights

Data subjects have the right to:

- Access their personal data
- Rectify inaccurate data
- Erase data (“right to be forgotten”)
- Restrict or object to processing
- Data portability
- Withdraw consent at any time

Requests can be made by contacting:

 fred@enableworks.co.uk

 0777 909 2107

7. Data Security

EnableWorks implements appropriate technical and organisational measures to protect personal data, including:

- Secure storage systems
- Access controls
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- Staff training Regular audits

8. Data Retention

Personal data is retained only as long as necessary for the purposes for which it was collected. Retention periods are defined in our internal data retention schedule.

9. Third Parties and Transfers

We may share personal data with trusted third-party service providers who support our operations. All processors are contractually bound to comply with UK GDPR. We do not transfer personal data outside the UK unless adequate safeguards are in place.

10. Data Breach Response

In the event of a data breach, EnableWorks will:

- Assess the nature and impact of the breach
- Notify the Information Commissioner's Office (ICO) within 72 hours if required
- Inform affected individuals where appropriate
- Take corrective action to prevent recurrence

11. Policy Review

This policy is reviewed annually or when significant changes occur in data processing practices.