

Information Security & Data Protection Policy

Information Security Provisions

WSUP regards the protection of its information and that of its partners and clients as of vital importance to the continued success of delivering its business plan. As such we will:

- Invest in an IT infrastructure that allows our staff to receive, store and transmit information securely, where hard copies of information are retained we will ensure the appropriate physical security measure are in place and staff are trained and equipped to use them.
- Develop a culture where our staff operate ethically and responsibly in the receiving, storing and transmitting of information.

Data Protection Provisions

WSUP needs to gather and use certain information about individuals. These can include customers, funders, suppliers, business contacts, employees and other people the organisation has a relationship with or may need to contact. We recognise our obligations under the Data Protection Act 2018 (DPA 2018) including UK General Data Protection Regulation (UK GDPR). To that end we will ensure that all personal data collected will only be processed if we have a lawful basis to do so. Further to this, we will also ensure that all personal data will:

- Be processed lawfully, fairly and in a transparent manner
- Be collected only for specified, explicit and legitimate purposes and not further processed
- Be adequate, relevant and limited to what is necessary for the purposes of processing
- Be accurate and kept up to date
- Be kept for no longer than is necessary for the purpose of processing
- Be processed in a manner that ensures security of the personal data, including protection against unauthorised or unlawful processing, accidental loss, destruction or damage

The policy will be reviewed and revised every five years, or as necessary in consultation with the Risk Committee of Board.

Responsibility for adherence to this policy is delegated by the WSUP Board to the CEO of WSUP.

This policy was approved by the WSUP Board of Directors on 29th July 2021.

