

Privacy Policy: Safe-Watch Online Ltd

1. Our Contact Details

Name: Safe-Watch Online Ltd

Address: Main Road, Middleton Cheney, OX17 2PW

Phone Number: 07920151412

E-mail: steven.gordon@safe-watch.co.uk

Data Protection Lead: Steven Gordon

Note: As a micro-organisation, we have appointed an internal leader with the authority to coordinate security and data protection activities rather than a formal DPO.

2. The Type of Personal Information We Collect

We currently collect and process the following information:

- **Contact details:** Name, email address, and phone number.
- **Assessment Data:** Technical configurations and evidence required for Cyber Essentials or IASME assessments.

- **Special Category Data:** If sensitive data is provided as evidence, it is explicitly identified as a "Sensitive Asset" in our register for extra protection.

3. How We Get the Personal Information and Why We Have It

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To perform a Cyber Essentials or IASME Cyber Assurance assessment.
- To communicate regarding certification status, results, or renewals.

Under the UK GDPR, the lawful bases we rely on for processing this information are:

- **Contract:** To provide the certification services you have purchased.
- **Legal Obligation:** To comply with requirements set by the IASME Consortium as a Certification Body.

- **Legitimate Interest:** For business purposes such as following up on expiring certificates.

4. What We Do With the Information

We use your information to carry out your security assessment. We share this information with the **IASME Consortium** to facilitate the final review and issuing of your certificate.

5. How We Store Your Personal Information

Your information is securely stored in a restricted Microsoft 365 environment, protected by Multi-Factor Authentication (MFA) and encryption.

We keep your assessment records and contact information in accordance with our retention schedule (typically 7 years for liability purposes). We then dispose of your information by securely erasing digital files from our cloud storage and updating our asset register.

6. Your Data Protection Rights

Under data protection law, you have rights including:

- **Access:** You can ask for copies of your personal information.
- **Rectification:** You can ask us to correct information you think is inaccurate.
- **Erasure:** You can ask us to delete your information in certain circumstances.

7. How to Complain

If you have any concerns about our use of your personal information, you can complain directly to **Steven Gordon** at steven.gordon@safe-watch.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data:

Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>