



## **Innoven Global - GDPR Statement**

### **Commitment Statement**

The EU General Data Protection Regulation (GDPR) is the most significant piece of European privacy legislation in recent history, replacing that of the 1995 EU Data Protection Directive (European Directive 95/46/EC). It aims to support the rights individuals have on data about themselves which is collected and stored. It also aims to detect, identify and mitigate against data breaches or leaks for all companies in the EU, as well as enforcing reporting on these issues. This aims to create one uniform policy across the EU regardless of whether the UK is part of the European Union. Any business that deals with EU nationals and business alongside their data must comply with the legislation.

Innoven Global aims to comply with the applicable GDPR regulations as a data processor and controller. Working alongside its employees, clients and suppliers it will comply when the GDPR legislation takes effect on 25th May 2018.

Innoven Global uses Third Party suppliers and software to process, control and manage data. These systems have been audited in line with GDPR commitments and outlined below. In the context of this statement, data subject refers to the person or entity submitting data and can include employees, clients and other individuals or organisations that Innoven Global work with.

### **Data Collection**

Innoven Global collects potential customer information via meetings, marketing, job portals, LinkedIn, exhibitions and similar opportunities / events. Data collection and processing is necessary for the performance of a contract with the data subject or to take steps to enter into a service provision relationship. By submitting data, the data subject agrees that this data can be processed and stored. We would obtain consent to process and store personal data including but not limited to; name, email and mobile number. Innoven Global reserve the right to contact data subjects who have submitted this data both upon submission and in the future to ensure data is accurate.

### **Data Retention and Deletion**

Should any client, candidate or employee of Innoven Global feel they wish to make a Subject Access Request (SAR), Data subjects must request their data by phone, email or letter stipulating what data they would like to access to, and this will be processed within 48 hours. We would send confirmation of this either by email or letter (whichever is most appropriate). If data has been deleted, erased or otherwise irretrievable the subject will also be informed of this.

Subjects of data have the right to be forgotten and erased from records upon request. Subjects must request their data by phone, email or letter stipulating what data they would like erased and this will be processed within 48 hours. We would send confirmation of this either by email or letter.

### **Reporting data breach within Innoven Global**

As per the GDPR guidelines Innoven Global must report a data breach within 72 hours after becoming aware of the breach, unless the breach itself is low risk. This is to be reported to the top authorities which would be ICO (Information Commissioner's Office) and the Data Protection Act Submission Form. This can be found by phone on 0303 123 1113. Once a data breach or leak has been detected than it would be reported to this authority. A data breach or leak includes but is not limited to, a lost USB stick, loss or theft of portable devices or data sent to the wrong person. Innoven Global is not responsible for monitoring and recording data breaches of its customers. The customer is the Data Controller and therefore responsible.

### **Internal Policies for GDPR**

Innoven Global execute a stringent security and access policy for employees that safeguards data and protects the integrity of data. The Company also ensure this doesn't impact business function and data subject or data subject experiences.

This document is provided as of May 2018, for informational purposes to explain Innoven Global stance on GDPR legislation and compliance. It is subject to change or removal without notice.