



Wave International Privacy Notice

This document will outline Wave International's commitment to privacy and the protection of personal information and outline the processes which have been designed to implement this.

MISSION STATEMENT

Wave International is committed to protecting privacy and personal information in line with relevant laws and legislation. Wave International will never sell, rent or make personal information collected publicly available.

RELEVANT LEGISLATION

Wave International's processes and systems are designed to comply with the following laws and legislation:

- UK Data Protection Act 1998
- EU General Data Protection Regulation

INFORMATION COLLECTED

What?

Wave International collects contact information; specially name, address, telephone, email, job title, company.

When?

This information is held on our systems for 5 years. After a period of 5 years the data subject's details in question will require further consent or will be deleted.

Where?

Personal information collected and held by Wave International is held in two places. Information is held in an electronic format in the main office and is password protected. Wave International also backs all files up to Active Vault which has servers located in the UK (Therefore, at no point, will personally identifiable information leave the UK or the EU).

How?

Personal information is freely and consensually given by individuals that Wave International interacts with (clients / suppliers / distributors / industry contacts). Consent is obtained as the data is taken (i.e. business cards being handed over and other exchanges of contact details). Further verification of consent is obtained via routine emails, those wishing to unsubscribe are removed from mailing lists.

Why?

Wave International believes that it has a legitimate interest in processing personal information. This has been selected as lawful grounds for processing as:

- *We use personal information and data in a way people would reasonably expect it to be used, that has a minimal impact on privacy.*
- *Without processing the personal information highlighted above Wave International would not be able to function as a business (interact with clients or distributors etc).*

DATA BREACHES

Wave International will report any data breach of our databases, or data held by Active Vault, to any relevant persons and authorities within 72 hours of the breach being discovered, if Wave International concludes that personal data stored in an identifiable manner has been stolen.

REQUESTING ACCESS, CORRECTION OR DELETION OF YOUR PERSONAL INFORMATION

At any time, individuals can request access to their personal information, request that inaccuracies be corrected or request that details be removed. This is done by submitting a request to info@waveinternational.co.uk – requests are then dealt with on a case by case basis.



Tel : +44 (0) 1476 861717
Email : info@waveinternational.co.uk

RELEVANT AUTHORITIES

Wave International recognises the ICO as the governing body for privacy and data protection in the UK.
For further information please see the ICO's website: www.ico.org.uk