

Data Processing & Sharing Statement

The following sets out what, why and how we process your personal data.

The data controller for this purpose is **Sarah Aiston, Owner**

Company Staff	Role
Owner – Sarah Aiston	To oversee the effective running of the organisation
Administration	Administration of paperwork; telephone calls; diarising and events, processing of data, form filling, maintaining records and archiving
Finance/Accountant	Invoicing, processing payments, book keeping and preparation of organisational accounts in line with statutory requirements
Office Management	To oversee the effective running of business, day-to-day management and liaising between clients and other individuals involved within the organisation
IT and Data Security	The security of electronic equipment, systems and electronic data processed by the organisation. To create backups of data held by the organisation and support our requirements for data protection.

Data subjects for the organisation

Category of Data Subjects	Categories of Personal Data to be Processed
Clients	Personal Identification; Personal Directory; Special Categories; Financial
Staff Members	Personal Identification; Personal Directory; Financial; Special Categories; Qualification Data

We process the following data

Categories of Personal Data	Data Listed	Data Subjects	Who has Access?
Personal Identification	Name, Age, Date of Birth,	Clients, Staff, Owner	Owners, Finance/Accounts; Recruitment & Human Resources; IT and Data Security; Office Administration
Personal Directory	Invoice Number; Home Address, Personal Email, Telephone Numbers,	Clients, other Staff, Owner	Owners; Clients Finance/Accounts, Office Managers; Recruitment & Human Resources; IT and Data Security
Financial	Bank Account details, Salary and wage information;	Staff	Owners, Finance/Accounts, Office Managers; IT and Data Security

Special Categories	Items purchased; special interests (arts)	Clients	Owners; other staff members; data processing; office administration
Clients/Customers Support	Client records; information relating to specialist area of interest	Clients	Owners; Office Managers; Recruitment & Human Resources; IT and Data Security; Office Administration

Nature and Purpose of Processing Data

The Fey Haven process data for the following reasons:

1. To comply with our statutory requirements to any and all United Kingdom government bodies, legislation and common law to which we are subject
2. In order to perform and provide services as commissioned by clients and any funders within United Kingdom.
3. To comply with legal obligations to which Data Subjects are subject.
4. To comply with company house and HMRC quality assurance processes, including but not limited to: audits, the delivery of services, record keeping and invoicing.

The Fey Haven processes and secures data by the following means:

1. Client and staff records stored in secure building
2. Paper based, staff archive records, stored in secure building
3. Staff and worker current records, stored on a secure, password protected standalone computer
4. Digital client and staff archive records, stored on a secure, password protected standalone computer

Sharing Data

The following Information Sharing Agreements are in place in respect of the data listed above:

1. Information Sharing Agreement between client and The Fey Haven – for the purposes of communication auditing for HMRC and other statutory regulations

Copies of these agreements can be requested in writing to:

Sarah Aiston
The Fey Haven
Scarborough
Link from website or by email feyhaven@gmail.com

Data Subject Access Requests

Data Subjects may request sight of the data Fey Haven hold on them:

Sarah Aiston
The Fey Haven
Scarborough

By email: feyhaven@gmail.com