

# GDPR Compliance

## Rule 1: Fair obtaining:

- At the time when we collect information about individuals, are they made aware of the uses for that information?

**Your information including name and email address will be available to staff of Ilikecake Ltd for the purposes of conducting business with you.**

- Are people made aware of any disclosures of their data to third parties?

**We will not disclose your information to third parties without your express permission, with the exception of Hosting Ireland, who are our hosting company, through which all our email is routed, and on whose servers our own databases are held.**

- Have we obtained people's consent for any secondary uses of their personal data, which might not be obvious to them

**We do not use your data in any secondary ways**

- Can we describe our data-collection practices as open, transparent and up-front?

**We collect your data with our online contact form which is via SSL. You can also email us directly using the Ilikecake.ie email addresses. All our data-collection practices as open, transparent and up-front.**

## Rule 2: Purpose specification

- Are we clear about the purpose (or purposes) for which we keep personal information?

**Your information including name and email address will be available to staff of Ilikecake Ltd for the purposes of conducting business with you.**

- Are the individuals on our database also clear about this purpose?

**Customer details are held in secure, password-protected database systems for the purposes of conducting business with them.**

- If we are required to register with the Data Protection Commissioner, does our register entry include a proper, comprehensive statement of our purpose? *[Remember, if you are using personal data for a purpose not listed on your register entry, you may be committing an offence.]*

**We are registered with the Data Protection Commissioner. We do not use customers details for any other purpose than for communicating with them regarding their business with us.**

- Has responsibility been assigned for maintaining a list of all data sets and the purpose associated with each?

**Yes**

### Rule 3: Use and disclosure of information

- Are there defined rules about the use and disclosure of information?

**Client information shall be used for the purposes of conducting business with them only. Disclosure of client information to third parties other than Hosting Ireland shall not occur.**

- Are all staff aware of these rules?

**Yes**

- Are the individuals aware of the uses and disclosures of their personal data? Would they be surprised if they learned about them? Consider whether the consent of the individuals should be obtained for these uses and disclosures.

**Client data is held in secure, password protected email accounts, and secure, password protected databases in ilikecake offices, and on Hosting Ireland servers.**

- If we are required to register with the Data Protection Commissioner, does our register entry include a full list of persons to whom we may need to disclose personal data? *[Remember, if you disclose personal data to someone not listed on your register entry, you may be committing an offence.]*

**Yes**

### Rule 4: Security

- Is there a list of security provisions in place for each data set?

**Yes, each data set has a username and password combination without which it is not possible to access the data. Printed data (such as copies of invoices, for example) are stored in our office which requires a key to access.**

- Is someone responsible for the development and review of these provisions?

**Yes, Vivienne Trulock-Hardy, Director, Ilikecake Ltd**

- Are these provisions appropriate to the sensitivity of the personal data we keep?

**Yes, we keep no particularly sensitive data, other than names, email addresses, invoices and receipts.**

- Are our computers and our databases password-protected, and encrypted if appropriate?

**Yes, all our computers and databases are password protected.**

- Are our computers, servers, and files securely locked away from unauthorised people?

**Yes, our computers and files are stored in a locked office.**

## Rule 5: Adequate, relevant and not excessive

- Do we collect all the information we need to serve our purpose effectively, and to deal with individuals in a fair and comprehensive manner?

**Yes**

- Have we checked to make sure that all the information we collect is relevant, and not excessive, for our specified purpose?

**Yes**

- If an individual asked us to justify every piece of information we hold about him or her, could we do so?

**Yes**

- Does a policy exist in this regard?

**Ilikecake's policy is to request the minimum amount of information we need to complete a transaction. We don't store any data that has not been explicitly provided by the client.**

## Rule 6: Accurate and up-to-date

- Do we check our data for accuracy?

**Yes**

- Do we know how much of our personal data is time-sensitive, i.e. likely to become inaccurate over time unless it is updated?

**No data we store is explicitly time sensitive.**

- Do we take steps to ensure our databases are kept up-to-date?

**Yes, we regularly update contact names, email addresses, postal addresses and phone numbers as the need arises.**

## Rule 7: Retention time

- Is there a clear statement on how long items of information are to be retained?

**We retain information on clients we are currently still in business with. If we have not conducted business with you in 2 years, we delete all information not required for other legal compliance (such as accounts, for example, which we must retain for 7 years).**

- Are we clear about any legal requirements on us to retain data for a certain period?

**Yes, as per above**

- Do we regularly purge our databases of data which we no longer need, such as data relating to former customers or staff members?

**Yes, this is done bi-annually.**

- Do we have a policy on deleting personal data as soon as the purpose for which we obtained the data has been completed?

**Yes, we retain information on clients we are currently still in business with. If we have not conducted business with you in 2 years, we delete all information not required for other legal compliance (such as accounts, for example, which we must retain for 7 years).**

## Rule 8: The Right of Access

- Is a named individual responsible for handling access requests?

**Yes, Vivienne Trulock-Hardy, Director, Ilikecake Ltd**

- Are there clear procedures in place for dealing with such requests?

**Yes, Vivienne can retrieve all data from all locations and forward to a designated recipient.**

- Do these procedures guarantee compliance with the Act's requirements?

**Yes**

## Registration

- Are we clear about whether or not we need to be registered with the Data Protection Commissioner?

**Yes**

- If registration is required, is the registration kept up to date? Does the registration accurately reflect our practices for handling personal data? *[Remember, if your data-handling practices are out of line with the details set out in your register entry, you may be committing an offence.]*

**Yes, registration is renewed annually.**

- Is a named individual responsible for meeting our registration requirements?

**Yes, Vivienne Trulock-Hardy, Director, Ilikecake Ltd**

## Training & Education

- Do we know about the levels of awareness of data protection in our organisation?

**Yes**

- Are our staff aware of their data protection responsibilities - including the need for confidentiality?

**Yes**

- Is data protection included as part of the training programme for our staff?

**Yes**

## Co-ordination and Compliance

- Has a data protection co-ordinator and compliance person been appointed?

**Yes, Vivienne Trulock-Hardy, Director, Ilikecake Ltd**

- Are all staff aware of his or her role?

**Yes**

- Are there mechanisms in place for formal review by the co-ordinator of data protection activities within our organisation?

**Yes**