

DATA PROTECTION

1. Introduction

Liz Pie Pastry is committed to protecting the privacy and confidentiality of the personal information entrusted to us by our employees, clients, customers, and other stakeholders. This Data Protection Policy outlines the measures we take to ensure the secure and lawful processing of personal data.

2. Scope

This policy applies to all employees, contractors, and third-party service providers who have access to personal data in any format, including electronic, paper, or verbal.

3. Principles of Data Protection

Liz Pie Pastry adheres to the following principles of data protection:

- a. **Lawfulness, Fairness, and Transparency:** We process personal data lawfully, fairly, and transparently, ensuring individuals are informed about the purpose and processing of their data.
- b. **Purpose Limitation:** Personal data is collected for specified, explicit, and legitimate purposes, and not further processed in a manner incompatible with those purposes.
- c. **Data Minimization:** We only collect and process the data that is necessary for the intended purpose and do not retain it longer than necessary.
- d. **Accuracy:** We strive to maintain accurate and up-to-date personal data, allowing individuals to rectify any inaccuracies.
- e. **Storage Limitation:** Personal data is kept in a form that permits identification for no longer than necessary.
- f. **Integrity and Confidentiality:** We implement appropriate technical and organisational measures to ensure the security, integrity, and confidentiality of personal data.

4. Data Collection and Processing

- a. We collect personal data only for specified and legitimate purposes.
- b. We obtain consent when required and provide individuals with information about the processing of their data.
- c. Personal data is processed only by authorised individuals and is not disclosed unless required by law or with explicit consent.

5. Data Security

- a. We implement appropriate technical and organisational measures to protect personal data from unauthorised access, disclosure, alteration, and destruction.
- b. Regular risk assessments and security audits are conducted to identify and address potential vulnerabilities.

6. Data Subject Rights

- a. Individuals have the right to access, rectify, erase, and restrict the processing of their data.
- b. Requests from data subjects regarding their rights are promptly addressed.

7. Data Breach Response

- a. In the event of a data breach, Liz Pie Pastry will follow the appropriate procedures to assess and mitigate the impact, notify the relevant authorities, and inform affected individuals as required by law.

8. Training and Awareness

- a. Employees are provided with regular training on data protection principles and practices.
- b. Awareness campaigns are conducted to keep employees informed about their responsibilities and the importance of data protection.

9. Compliance Monitoring

- a. Liz Pie Pastry regularly monitors and reviews its data protection practices ensuring ongoing compliance with applicable laws and regulations.

10. Review and Revision

This Data Protection Policy will be regularly reviewed and updated to reflect changes in business practices, technology, and legal requirements.

11. Contact Information

For questions or concerns related to data protection, please contact Liz Pie Pastry.

