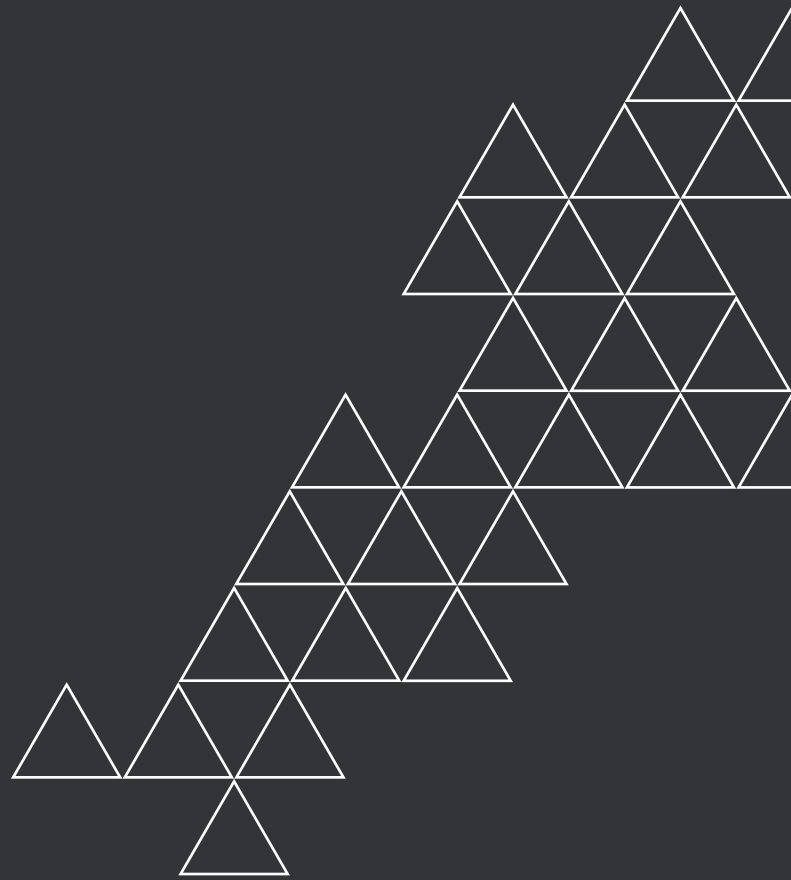


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POLICY DOCUMENT

Data Sharing Policy



WEB • DESIGN • DEVELOPMENT • CONTENT • MARKETING

PEACH HOUSE EAST, THE WALLED GARDEN, THE NOSTELL
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Introduction

At Feel Created (Feel), we prioritise the protection and privacy of our client's data. This data-sharing policy outlines our approach to handling and sharing data, ensuring its confidentiality, integrity, and availability. By adhering to this policy, we aim to maintain trust with our clients and uphold industry best practices.

Scope

This policy applies to all employees, contractors, and third-party vendors who have access to or handle client data on behalf of Feel. It covers the entire data lifecycle, including collection, storage, processing, and sharing.

Data Classification

We categorise data into different levels of sensitivity:

Confidential: Information that requires the highest level of protection due to its highly sensitive nature, such as personal identifiable information (PII), financial records, and trade secrets.

Internal Use Only: Data intended for internal use within Feel but may not have the same level of sensitivity as confidential data.

Public: Non-sensitive information that can be shared publicly without any restrictions.

Data Collection and Storage

All data collected by Feel shall be done so lawfully, with proper consent from individuals or organisations involved.

We will store data securely using industry-standard encryption methods and ensure it is protected against unauthorised access, loss, or damage.

Access to data will be granted only to authorised personnel who require it for business purposes. Each employee must abide by our strict security protocols, including password protection and two-factor authentication.

We will regularly review and update the access privileges of our employees to ensure data access aligns with their job responsibilities.

Data retention periods will be defined for each type of data, taking into account legal requirements and client agreements. Once data has surpassed its retention period, it will be securely deleted.

Data Processing

Data processing activities will be carried out in accordance with applicable laws and regulations, including but not limited to the General Data Protection Regulation (GDPR) and any industry-specific guidelines.

Any data processing performed on behalf of clients will be done strictly for the agreed-upon purposes and with the necessary consent.

We will maintain accurate and up-to-date records of data processing activities and make them available to clients upon request.

Data Sharing

Feel may share data with third-party vendors or service providers when necessary. Before sharing any data, we will ensure that suitable agreements are in place to protect the confidentiality and security of the information.

Data may also be shared with government authorities or law enforcement agencies, provided there is a lawful basis for doing so.

We will not sell or distribute client data to any third parties for marketing or advertising purposes without explicit consent.

Training and Awareness

To ensure compliance with this policy, all employees and contractors will receive regular training on data protection principles and their responsibilities regarding data handling and sharing. We will foster a culture of privacy awareness within Feel.

Policy Review

This data-sharing policy will be reviewed annually or as required by changes in regulations or business practices. Any updates or amendments will be communicated to all relevant individuals and stakeholders.

Conclusion

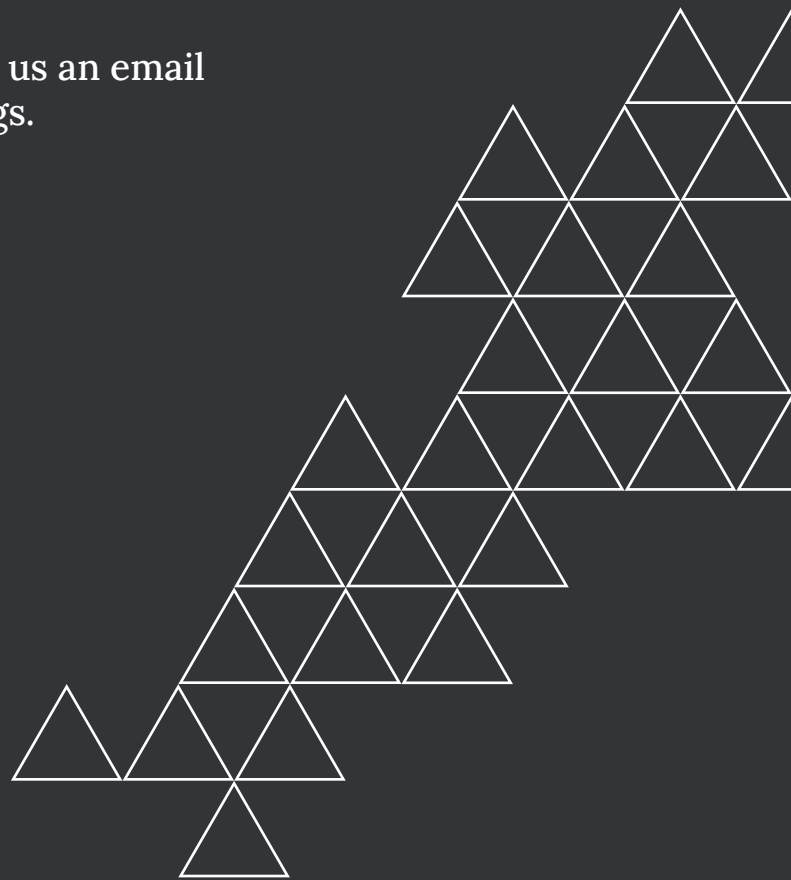
By implementing this data-sharing policy, Feel demonstrates its commitment to safeguarding client data and maintaining the highest standards of data protection. We will continuously monitor and improve our data handling practices to adapt to evolving technology and legal requirements.

Thanks again for taking the time to read this proposal.

Please feel free to give us a call or drop us an email and we'll be happy to run through things.

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