

Data Protection Policy – Pocket-Wise

Last Updated: 20th July 2025

1. Introduction

Pocket-Wise is committed to protecting the privacy and personal data of our clients in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we manage, protect, and process personal data in a responsible and compliant manner.

2. Scope

This policy applies to all personal data processed by Pocket-Wise, whether in electronic format or on paper, relating to clients, website visitors, and any other individuals whose data we may process in the course of our business operations.

3. Data Protection Principles

We adhere to the following principles of data protection as outlined in UK GDPR:

- - Lawfulness, fairness, and transparency
- - Purpose limitation
- - Data minimisation
- - Accuracy
- - Storage limitation
- - Integrity and confidentiality (security)
- - Accountability

4. Lawful Basis for Processing Personal Data

We only process personal data where we have a legal basis to do so. This may include:

- Consent
- Contractual necessity
- Compliance with legal obligations
- Legitimate interests

5. Data Subject Rights

Under the UK GDPR, individuals have the following rights:

- - The right to be informed

- - The right of access
- - The right to rectification
- - The right to erasure
- - The right to restrict processing
- - The right to data portability
- - The right to object
- - Rights in relation to automated decision-making and profiling

6. Data Security

We implement appropriate technical and organisational measures to ensure the security of personal data, including password protection, secure storage systems, and encrypted communications.

7. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes it was collected for, including legal, accounting, or reporting requirements.

8. Data Sharing and Transfers

We do not sell personal data. We may share it with trusted third-party providers for operational needs (e.g. IT support, email services), ensuring all parties comply with data protection law.

9. Data Breaches

In the event of a personal data breach, we will notify the Information Commissioner's Office (ICO) within 72 hours where legally required, and affected individuals where there is a high risk to their rights and freedoms.

10. Policy Review

This policy will be reviewed annually or when significant changes occur in data protection law or our operations.

11. Contact Information

For questions or concerns about this policy or your personal data, contact:

Megan Alford – Pocket-Wise
Email: info@pocket-wise.co.uk