



Live New Life Ltd Data Protection Policy



1. Introduction

Live New Life Ltd is committed to protecting the personal data of its customers, employees, and business partners. This Data Protection Policy outlines how we collect, process, store, and protect personal data in compliance with applicable data protection laws, including the General Data Protection Regulation (GDPR) and relevant national regulations.

2. Purpose

The purpose of this policy is to:

- Ensure the lawful, fair, and transparent processing of personal data.
- Protect individuals' rights regarding their personal data.
- Establish procedures for data security and breach management.
- Maintain compliance with data protection laws and best practices.

3. Scope

This policy applies to all employees, contractors, and third parties handling personal data on behalf of Live New Life Ltd. It covers all personal data collected, stored, processed, or shared by the company, whether in electronic or paper format.

4. Principles of Data Protection

Live New Life Ltd follows these core principles when handling personal data:

4.1 Lawfulness, Fairness, and Transparency Personal data will be processed lawfully, fairly, and transparently. Individuals will be informed about how their data is used.

4.2 Purpose Limitation Data will be collected for specified, explicit, and legitimate purposes and not used in a manner incompatible with those purposes.

4.3 Data Minimisation Only the minimum personal data necessary for the intended purpose will be collected and processed.

4.4 Accuracy Personal data will be kept accurate and up to date, with mechanisms in place to correct inaccuracies.

4.5 Storage Limitation Personal data will be stored only as long as necessary for the intended purpose and securely deleted or anonymised when no longer needed.

4.6 Integrity and Confidentiality Data will be protected against unauthorised or unlawful processing, accidental loss, destruction, or damage using appropriate security measures.

5. Data Collection and Processing

5.1 Types of Data Collected

Live New Life Ltd collects personal data, including but not limited to:

- Employee data (e.g., name, contact details, payroll information).
- Customer data (e.g., name, email, phone number, purchase history).
- Supplier and business partner data (e.g., company details, financial information).

5.2 Legal Basis for Processing

Personal data will be processed based on one or more of the following legal grounds:

- Consent (e.g., marketing communications).
- Contractual necessity (e.g., employment contracts, service agreements).
- Legal obligation (e.g., tax and employment regulations).
- Legitimate interest (e.g., fraud prevention, business operations).

6. Data Security Measures

Live New Life Ltd implements security measures to protect personal data, including:

- Access controls to limit data access to authorised personnel.
- Encryption of sensitive data.
- Regular security audits and risk assessments.
- Secure data storage with backup and disaster recovery procedures.
- Training programs to educate employees on data protection responsibilities.

7. Data Sharing and Transfers

7.1 Internal Data Sharing

Data may be shared internally within Live New Life Ltd for legitimate business purposes, ensuring confidentiality and security.

7.2 External Data Sharing

Personal data will only be shared with third parties (e.g., service providers, legal authorities) when necessary and under strict confidentiality agreements.

7.3 International Data Transfers

Where data is transferred outside the UK/EU, Live New Life Ltd ensures appropriate safeguards, such as Standard Contractual Clauses (SCCs) or other legal mechanisms, are in place.

8. Individual Rights

Individuals have the following rights under data protection laws:

- Right to access their personal data.
- Right to rectification of inaccurate or incomplete data.
- Right to erasure (“right to be forgotten”).
- Right to restrict processing under certain conditions.
- Right to data portability (receive their data in a structured format).
- Right to object to data processing.
- Rights related to automated decision-making and profiling.

Requests to exercise these rights should be sent to:

Data Protection Officer (DPO):

Address:

Email:

Telephone:

Lindie Van As

Plumtree Office TN29 9SF Old Romney, United Kingdom

info@newlife.ltd

+44 (0)20 3137 8074

9. Data Breach Management

Live New Life Ltd has a Data Breach Response Plan, including:

- Immediate containment and assessment of the breach.
- Notification to affected individuals and authorities (if required).
- Investigation and corrective action to prevent future breaches.

10. Compliance and Monitoring

Regular audits and compliance checks will be conducted to ensure adherence to this policy. Employees must report any suspected data protection breaches to the Data Protection Officer (DPO) immediately.

11. Review and Updates

This policy will be reviewed annually and updated as needed to reflect changes in data protection laws or business operations.

For any questions regarding this policy, please contact:

Live New Life Ltd

Data Protection Officer (DPO):

Address:

Email:

Telephone:

Lindie Van As

Plumtree Office TN29 9SF Old Romney, United Kingdom

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