

## Wonderment GDPR Policy

### Overview

Wonderment is committed to protecting the personal data of our clients, partners and contacts. This policy outlines how we comply with the UK and EU General Data Protection Regulation (GDPR) and how we safeguard the rights of individuals.

### Scope

This policy applies to all personal data processed by Wonderment in the course of our business, whether collected directly or provided by clients.

### Key Principles (Article 5, GDPR)

Wonderment follows GDPR's core principles for handling personal data:

1. **Lawfulness, Fairness & Transparency** – We only process data when there is a clear legal basis, and we are open about how we use it.
2. **Purpose Limitation** – Data is collected only for specific, legitimate business purposes.
3. **Data Minimisation** – We only collect the data we truly need.
4. **Accuracy** – We keep data up to date and correct inaccuracies promptly.
5. **Storage Limitation** – We do not keep personal data longer than necessary.
6. **Integrity & Confidentiality** – We protect data using appropriate technical and organisational security measures.
7. **Accountability** – We can demonstrate compliance with GDPR if required.

## How We Handle Data

- **Collection:** We only collect personal data necessary for delivering our services (e.g. names, email addresses, billing details).
- **Use:** Data is used for project delivery, client communications, invoicing, and relationship management.
- **Storage:** Data is stored securely in encrypted cloud systems (Google Workspace, Dropbox Business, etc.).
- **Sharing:** We do not sell or share personal data with third parties, except trusted service providers necessary to deliver our services (e.g. accountants, IT providers).
- **International Transfers:** If data is transferred outside the UK/EU, we ensure appropriate safeguards are in place (e.g. EU-approved Standard Contractual Clauses).

## Rights of Individuals

We respect and uphold the rights of individuals under GDPR:

- **Right of Access** – Anyone can request a copy of their personal data we hold.
- **Right to Rectification** – Errors or outdated details can be corrected.
- **Right to Erasure** – Data can be deleted on request (unless we are legally required to retain it).
- **Right to Restrict Processing** – Processing can be paused in certain situations.
- **Right to Data Portability** – Individuals can request their data in a machine-readable format.

- **Right to Object** – Processing for certain purposes (e.g. marketing) can be refused.
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## Security & Breach Notification

- We apply strong information security practices (see Information Security Policy).
  - In the event of a personal data breach, affected individuals and relevant authorities will be notified promptly, in line with GDPR requirements.
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## Contact

If you have any questions about this policy, or wish to exercise your rights under GDPR, please contact:

### Data Protection Lead

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