
**Data Protection Policy**

**Introduction:** This Data Protection Policy outlines how I, Tim Young, as a sole trader providing consultancy services and tutoring on procurement, collect, use, and protect personal data in compliance with the General Data Protection Regulation (GDPR) and other relevant data protection laws.

**Data Collection:** I only collect personal data that is necessary for the provision of my services. This may include, but is not limited to:

* Contact details (name, email address, phone number)
* Payment information (bank account details, invoicing information)
* Details related to consultancy and tutoring engagements

**Use of Personal Data:** The personal data I collect is used solely for the purposes of:

* Providing consultancy services and tutoring
* Communicating with clients and students
* Managing billing and payments
* Complying with legal obligations

**Data Storage and Security:** I take appropriate measures to ensure that personal data is stored securely and protected against unauthorized access, loss, or damage. These measures include:

* Secure electronic storage systems with access controls
* Encryption of sensitive data
* Regular security audits and updates

**Data Retention:** Personal data is retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law. Once the data is no longer needed, it is securely deleted or anonymized. **Data Sharing:** I do not share personal data with third parties except when required by law or with the explicit consent of the data subject. In cases where data sharing is necessary, I ensure that appropriate safeguards are in place to protect the data.

**Data Subject Rights:** Individuals have the following rights regarding their personal data:

* The right to access their data
* The right to rectify inaccurate data
* The right to erase their data (right to be forgotten)
* The right to restrict processing
* The right to data portability
* The right to object to data processing

Requests to exercise these rights can be made in writing to timyoungmcips@outlook.com**Data Breach Response:** In the event of a data breach, I will take immediate steps to mitigate the impact, notify affected individuals, and report the breach to the relevant authorities as required by law.