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# 1 Ally Sherrick Data Policy Statement

## 1.1 Introduction

### 1.1.1 Context

Ally Sherrick is the author pen name of Alison Smith, who works as a sole trader.

All Ally Sherrick business activities relate solely to her work as an author.

Any personal data held by Ally Sherrick has been provided to her by the individuals or organisations who have chosen to contact her via email, the [www.AllySherrick.com](http://www.AllySherrick.com) website, Facebook or Twitter, about her work as an author.

This Data Policy Statement explains how Ally Sherrick manages this personal data.

### 1.1.2 The EU GDPR and the UK ICO

The EU General Data Protection Regulation (GDPR), which applies from 25 May 2018, sets out the main responsibilities for organisations that collect personally identifiable information (also known by the term “personal data”) whilst conducting their normal business activity.

The UK Information Commissioner’s Office (ICO) provides an extensive set of guidance to help organisations implement the EU GDPR; in particular, its **Guide to the EU GDPR** is accessible via this link ([HERE](#)).

### 1.1.3 Key definitions

For the purposes of the EU GDPR:

**An Organisation** includes all institutions, companies, partnerships, governing bodies, or individuals as sole traders.

**Personal data** means any data items (such as a name, address, national insurance number) which relate to a living individual who can be identified through them.

**Sensitive Personal data** means personal data identifying:

- a) the racial or ethnic origin of the subject,
- b) their political opinions,
- c) their religious beliefs or other beliefs of a similar nature,
- d) membership of a trade union,
- e) their physical or mental health or condition,
- f) their sexual life,
- g) their commission or alleged commission of any offence, or
- h) any proceedings for any offence committed or alleged to have been committed by the person, the disposal of such proceedings or the sentence of any court in such proceedings.

**Data Breach** means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

## 2 The use of personal data by Ally Sherrick

The following applies:

1. The use of IT platforms by Ally Sherrick:
  - Ally Sherrick runs a website ([www.AllySherrick.com](http://www.AllySherrick.com)) which is built upon the wordpress.com platform.
  - Ally Sherrick runs an account on Facebook
  - Ally Sherrick runs an account on Twitter
  - Ally Sherrick runs an email account on the BT Internet platform
2. [www.AllySherrick.com](http://www.AllySherrick.com) has no supporting commercial database.
3. All personal data provided to Ally Sherrick is done so through one of the above platforms, with the consent of the interested party making the initial contact. Personal data is provided with the sole purpose of engaging with Ally Sherrick in her work as an author.
4. [www.AllySherrick.com](http://www.AllySherrick.com) has a form to enable a school, library or other interested party to contact Ally Sherrick via email to arrange an author visit. This form asks the user to enter their:
  - Contact Name
  - Contact Email
  - Contact's Own Website
  - Message

This form contains the following consent notification:

*By using this form you are giving your consent to share your contact details with Ally Sherrick for the purpose of arranging future author engagements. Please click here for our full [Privacy Statement](#).*

*IMPORTANT - If you are under the age of 16, please ensure that you have the approval of your legal guardian before using this form.*

5. [www.AllySherrick.com](http://www.AllySherrick.com) has a form to permit any visitor to the site to contact Ally Sherrick via email on any subject relating to her work. This form asks the user to enter their:
  - Contact Name
  - Contact Email
  - Contact's Own Website
  - Message

This form contains the following consent notification:

*By using this form you are giving your consent to share your contact details with Ally Sherrick for the purpose of discussing her work. Please click here for our full [Privacy Statement](#).*

*IMPORTANT - If you are under the age of 16, please ensure that you have the approval of your legal guardian before using this form.*

6. These contact forms send an email to the email account [AllySherrick@btinternet.com](mailto:AllySherrick@btinternet.com) which is monitored by Ally Sherrick. The contact details are retained within the Ally Sherrick BT Internet email account.
7. There is no age restriction associated with the contact form, but children under the age of 13 are requested to ensure they have the approval of their legal guardian before using it.
8. Ally Sherrick, as a sole trader, undertakes the role of Data Protection Officer for EU GDPR purposes.

9. Ally Sherrick does not undertake any international (i.e. cross-border) data processing.

## **3 Privacy Statement**

### **3.1 Lawful basis for data collection**

The lawful basis for the collection and processing of personal data on the Ally Sherrick website is the consent of the individual in making the initial email contact to either

- a) enable a school, library or other interested party to contact Ally Sherrick about an author visit or event
- b) contact Ally Sherrick via email on any subject relating to her work

### **3.2 Data collection**

#### **3.2.1 Data collected via the AllySherrick.com website**

- The following details are collected via a contact form:
  - Contact Name
  - Contact Email
  - Contact Website
  - Message
- This data is only used to email Ally Sherrick, it is not retained on the website, it is not held in a database, and it is not shared with any third party. It is solely used to reply to your initial enquiry.
- Your email will be held within the Ally Sherrick email account for one month only, after which it will be automatically deleted.
- In addition, you can contact Ally Sherrick to remove your email details.

#### **3.2.2 Images shown on the AllySherrick.com website**

- All images of adults and children from an Ally Sherrick author visit are taken and posted with the permission of the teachers and the school involved.
- All images of adults and children from other related Ally Sherrick events are taken and posted with the permission of the subjects, or responsible adult, involved.

#### **3.2.3 The Ally Sherrick account on Facebook**

- Ally Sherrick shares messages, images and likes on Facebook as a normal user only.
- All images of adults and children from any Ally Sherrick related event are taken and posted with the permission of the subjects, or responsible adult, involved.
- No further data is collected or retained from the Facebook platform.

#### **3.2.4 The Ally Sherrick account on Twitter**

- Ally Sherrick shares messages, images and likes on Twitter as a normal user only.
- All images of adults and children from any Ally Sherrick related event are taken and posted with the permission of the subjects, or responsible adult, involved.
- No further data is collected or retained from the Twitter platform.

### **3.2.5 The Ally Sherrick email account**

- [AllySherrick@btinternet.com](mailto:AllySherrick@btinternet.com) is monitored by Ally Sherrick.
- An Interested Party's initial email is retained within the Ally Sherrick email account for one month after which it is automatically deleted.
- Ally Sherrick will have an email dialogue with the Interested Party, consent having been given by virtue that the initial contact was made by the Interested Party.

### **3.2.6 Sharing of Personal Data**

- No data collected from the Ally Sherrick website will be shared with a third party.
- Ally Sherrick complies with the data policies of Facebook and Twitter social media platforms.

### **3.2.7 The Personal Data of Children**

- Ally Sherrick does not knowingly collect personal data of children.
- Anyone under the age of 16 years is requested to first gain the consent of their legal guardian before they use the contact form on the [www.AllySherrick.com](http://www.AllySherrick.com) website.

## **3.3 An individual's rights under GDPR**

### **3.3.1 Your right to be informed**

- A key transparency requirement under the GDPR is your right to be informed about the collection and use of your personal data by Ally Sherrick.
- Ally Sherrick is addressing this right by publishing this Data Policy statement.

### **3.3.2 Your right to data access**

- You have the right to request all the personal data that Ally Sherrick holds about you.
- You can make your request verbally or in writing.
- Ally Sherrick will provide you with a copy of the data, in email form, free of charge. However, she can charge a 'reasonable fee' when a request is a) manifestly unfounded or excessive, particularly if it is repetitive, unless she refuses to respond; or b) for further copies of the same data (that's previously been provided). This does not mean that she can charge for all subsequent access requests.
- Using reasonable means, Ally Sherrick will endeavour to verify the identity of the person making the request.
- Ally Sherrick will provide the data within one calendar month of receiving the request.

### **3.3.3 Your right for data rectification**

- You have the right to rectify any inaccuracies in the personal data that Ally Sherrick holds about you.
- You can make your request verbally or in writing.
- Ally Sherrick will respond to a request for rectification within one calendar month of receiving it.
- Using reasonable means, Ally Sherrick will endeavour to verify the identity of the person making the request.

### **3.3.4 Your right for data erasure**

- You have the right to request that the personal data that Ally Sherrick holds about you is permanently erased.
- You can make your request verbally or in writing.
- Ally Sherrick will respond to a request for erasure within one calendar month of receiving it.
- Using reasonable means, Ally Sherrick will endeavour to verify the identity of the person making the request.
- Ally Sherrick has the right to refuse to comply with a request for erasure, subject to the reasons supported by the GDPR and, in particular, to exercise or in defence of a legal claim.

### **3.3.5 Your right to restrict further processing**

- You have the right to block or restrict the processing of the personal data that Ally Sherrick holds about you.
- You can make your request verbally or in writing.
- Ally Sherrick will respond to a request within one calendar month of receiving it.
- Using reasonable means, Ally Sherrick will endeavour to verify the identity of the person making the request.
- Ally Sherrick will treat a right to block or restrict the processing of the personal data as a request for erasure.

### **3.3.6 Your right to object to further processing**

- You have the right to object to the processing of the personal data that Ally Sherrick holds about you.
- You can make your request verbally or in writing.
- Ally Sherrick will respond to a request within one calendar month of receiving it.
- Using reasonable means, Ally Sherrick will endeavour to verify the identity of the person making the request.
- Ally Sherrick will treat a right to object to the processing of the personal data as a request for erasure.

### **3.3.7 Your right to data portability**

- You have the right to request a copy of your personal data that Ally Sherrick holds about you, in electronic format.
- You can make your request verbally or in writing.
- Ally Sherrick will respond to a request within one calendar month of receiving it.
- Using reasonable means, Ally Sherrick will endeavour to verify the identity of the person making the request.
- Ally Sherrick will provide you with a copy of all the personal data held about you.

### **3.3.8 Your right not to be subject to automated decision making**

- You have the right to protect yourself from automated decision making.
- Ally Sherrick undertakes no automated decision making.

### **3.4 Data Security**

#### **3.4.1 Laptop Security**

- Ally Sherrick makes use of a single laptop, running the Windows operating system, to carry out business activities.
- The laptop is never taken outside the Ally Sherrick residence.
- Access to this laptop is password protected.
- This laptop uses internet security and anti-virus software from Symantec, as a result:
  - All incoming and outgoing emails, and their attachments, are scanned for malware prior to use
  - All invoked webpages are scanned for malware prior to use
  - All removable media is scanned for malware prior to use
  - All unrecognised third-party access requests are blocked using the Symantec and BT firewalls.
- All system software is kept up to date using the automatic update facilities to ensure technical vulnerabilities are catered for when they are addressed by the software supplier.
- In the case of the laptop, a data breach would mean that it has been stolen from the Ally Sherrick residence. In this scenario, Ally Sherrick will inform all known interested parties at the earliest possible opportunity and, in any case, once a replacement laptop has been procured and suitable software restored.

#### **3.4.2 Backup and Restoration**

- The active area of the Ally Sherrick laptop is regularly backed up onto an external hard disk to cover for malware attack or hardware failure, such that business can resume at the earliest opportunity.
- The external hard disk is itself malware checked prior to use.

#### **3.4.3 Removable Media**

- Ally Sherrick undertakes to never transfer any personal data, provided to her for her business purposes, and residing in any electronic format (such as emails, Microsoft Office documents, or images) via any type of removable media (such as a USB device, CD, DVD or smartphone).

#### **3.4.4 Email Accounts**

- Access to the Ally Sherrick BT email account is password protected.
- The BT email server is on a completely separated technical platform to all other platforms used by Ally Sherrick and, as such, any compromise of the BT email account cannot affect other accounts used by Ally Sherrick.
- As a normal user of the BT email platform, Ally Sherrick relies upon BT to secure its email servers and is subject to BT data security measures and policies.
- Emails are copied down to a laptop that itself has password security and is never carried out of the Ally Sherrick residence.
- The security risk from emails, whether unsolicited or not, is well understood and all emails are considered for the risk of introducing malware, before they are opened.
- In the case of the email account, a data breach would mean that either the BT email platform has been breached or that an unknown individual has hacked into the Ally Sherrick email account. In this scenario, Ally Sherrick will inform all known interested parties at the earliest possible opportunity and, in any case, once normal service has been restored.

### **3.4.5 Website Management**

- Access to the Ally Sherrick Wordpress website management software is password protected.
- The Wordpress website server is on a completely separated technical platform to all other platforms used by Ally Sherrick and, as such, any compromise of the Wordpress account cannot affect other accounts used by Ally Sherrick.
- As a normal user of the Wordpress platform, Ally Sherrick relies upon Wordpress to secure its web servers and is subject to Wordpress own data security measures and policies.
- In the case of the website management account, a data breach would mean that either the Wordpress website management platform has been breached or that an unknown individual has hacked into the Ally Sherrick website management account. In this scenario, Ally Sherrick will inform all known interested parties at the earliest possible opportunity and, in any case, once normal service has been restored.

### **3.4.6 Facebook Account**

- As a normal user of the Facebook platform, Ally Sherrick relies upon Facebook to secure its data servers and is subject to Facebook data security measures and policies.
- The Facebook server is on a completely separated technical platform to all other platforms used by Ally Sherrick and, as such, any compromise of the Facebook account cannot affect other accounts used by Ally Sherrick.
- In the case of the Facebook account, a data breach would mean that either the Facebook platform has been breached or that an unknown individual has hacked into the Ally Sherrick Facebook account. In this scenario, Ally Sherrick will inform all known interested parties at the earliest possible opportunity and, in any case, once normal service has been restored.

### **3.4.7 Twitter Account**

- As a normal user of the Twitter platform, Ally Sherrick relies upon Twitter to secure its data servers and is subject to Twitter data security measures and policies.
- The Twitter server is on a completely separated technical platform to all other platforms used by Ally Sherrick and, as such, any compromise of the Twitter account cannot affect other accounts used by Ally Sherrick.
- In the case of the Twitter account, a data breach would mean that either the Twitter platform has been breached or that an unknown individual has hacked into the Ally Sherrick Twitter account. In this scenario, Ally Sherrick will inform all known interested parties at the earliest possible opportunity and, in any case, once normal service has been restored.

### **3.4.8 Notes on data breaches**

In all cases an organisation must maintain records of personal data breaches, whether or not they are notifiable to the UK Information Commissioner's Office (ICO).

An organisation must report a notifiable breach to the ICO without undue delay, but not later than 72 hours after becoming aware of it.

## **3.5 Changes to this Data Policy**

Ally Sherrick may occasionally make changes to this Data Policy. Ally Sherrick will provide a prominent notice of this on the [www.AllySherrick.Com](http://www.AllySherrick.Com) website or, if appropriate, send an email notice to all affected parties.