

# GDPR Compliance Statement

Welcome to Art Works Studio Ltd's statement on GDPR and Data Security. This document should be read in conjunction with our main GDPR Data Protection Policy which can be accessed [here](#).

## ART WORKS STUDIO LTD T/A ME AND THE MOON

is a private limited company operating in Ireland.

### OUR COMMITMENT TO GDPR COMPLIANCE

We are committed to the principles of the GDPR by adopting the concept of 'data privacy by design' within our operational model. We remain accountable by having detailed policies and systems in place as well as a Data Protection Officer to oversee our overall compliance to data protection regulations including the management of access rights requests. Our policies are regularly reviewed and updated. We process data with data subjects' interests in mind and ensure that we approach processing activities with transparency to maintain fairness in what we do.

### GDPR COMPLIANCE PLAN

Our preparation includes:

1. Regularly carrying out an information audit to identify and assess:
  - what personal and non-data we hold
  - where it comes from
  - how and why it is processed
  - if and to whom it is disclosed
  - is it necessary to retain or erase
2. Revising and implementing our [privacy policy](#) and procedures to meet the requirements and standards of the GDPR and any relevant data protection laws, including:
  - Data Protection – our main policy and procedure document for data protection has been overhauled to meet the standards and requirements of the GDPR; with a dedicated focus on privacy by design and the rights of individuals.
  - Data Retention & Erasure – we have updated our retention policy and schedule to ensure that we meet the 'data minimisation' and 'storage limitation' principles and that personal information is stored, archived and destroyed compliantly and ethically.
  - Data Breaches – our breach procedures ensure that we have safeguards and measures in place to identify, assess, investigate and report any personal data breach at the earliest possibility.

### SAFEGUARDING MEASURES

Art Works Studio Ltd takes the privacy and security of individuals and their personal information very seriously and are taking every reasonable measure and precaution to protect and secure the personal data that we process. We have dedicated information security policies and procedures in place to protect personal information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures, including (in no particular order):

- Software Firewalls
- Web Applications Firewalls
- Anti-Virus
- Remote and Local Security Scanning
- Data Encryption
- Secure Socket Layer
- Two Factor Authentication
- Application Security Reviewing
- Password Protection
- Denial Of Service Protection

### DATA SUBJECT RIGHTS

We recognise the right to erasure, also known as the right to be forgotten. Individuals should contact [sheena@meandthemoon.ie](mailto:sheena@meandthemoon.ie) with requests for the removal or deletion of personal data. These will be acted upon provided there is no compelling reason for continued processing and that the exemptions set out in the GDPR do not apply.

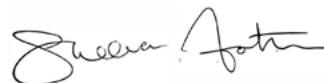
### THIRD-PARTY PROCESSING AND INTERNATIONAL DATA TRANSFERS

Suppliers who process personal or non-personal data on behalf of Art Works Studio Ltd have been identified and asked to provide details of their state of compliance with the GDPR. Any supplier will not be taken on unless we are satisfied that they comply with the new data protection regulation.

### QUESTIONS

If you have any questions about our GDPR compliance activity, please contact Sheena Fortune at [sheena@meandthemoon.ie](mailto:sheena@meandthemoon.ie)

SIGNED:



Sheena Fortune, Director Art Works Studio Ltd

LAST UPDATED 17.10.22