

Data Management Policy

Wolf Performance Ltd customers are both commercially based and private individuals. Any personally identifiable data held for the purpose of purchasing materials and then selling products to all customers (both commercial and private). This data includes, but is not limited to: names, emails addresses, telephone numbers (including mobile, landline and VOIP), invoice, purchasing and delivery addresses. Below is a summary of how data is stored and managed within Wolf Performance.

Application or Data format	Use	Access	Physical Storage Location	Login type	Security Policy link or comment
Hard copy	Manufacturing, Purchasing documents and all other documents required by Wolf Performance.	Company staff	Office files	N/A	Office premises
	Sales/customer details	Company staff	N/A	N/A	Destroyed after use, by fire
	Payment card details	Company staff	N/A	N/A	Destroyed after use, by fire
DropBox	Cloud File Storage of work documents including: visual media	Company staff	UK, EU, USA (worldwide)	Two-step verification	https://www.dropbox.com/security
	Cloud Storage of visual media and other documents that are required for advertising, Journalistic documents and event purposes.	Specified persons given restricted access only			ISO 27001:2013 certified Exp. 15/10/2020
KashFlow	Online accounting application that manages: accounts ledgers, sales, purchasing, stock, projects etc	Company staff	UK, EU	Two-step verification	https://www.kashflow.com/about/security/
Co-operative Bank	Wolf Performance Business Banking	Company staff	UK	Two-step verification	https://www.co-operativebank.co.uk/global/privacy-and-cookies
	Supplier payment details	Company staff			
Worldpay	Virtual Card Payment Terminal	Single computer access	UK, EU, USA (worldwide)	Two-step verification	https://www.worldpay.com/uk/worldpay-privacy-notice

All data that is held will not get shared with third parties and will not be used for advertising mailing purposes. Any data will be securely disposed of at the time of regulatory allowable timescales i.e. 6 years for accounting purposes.

If you have any questions; or require a copy of all data that we hold for *yourself*. Please contact;

Michele Jarvis
 Director
 Wolf Performance Ltd