

In the course of our work, we may be required to control and/or process personal information relating to a data subject that maybe an employee of our company or another data subject whose data is processed for the legitimate purposes of doing our business.

The European Union General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) sets out the principles, subject rights, and obligations in which we must follow to protect the rights and freedoms of these individuals.

We shall abide by the 7 principles of the GDPR and DPA as follows:

1. Lawfulness, Fairness and Transparency
2. Purpose Limitations
3. Data Minimisation
4. Accuracy
5. Storage Limitations
6. Integrity and Confidentiality

Under the Regulation, data subjects which includes employees, customers, partners and suppliers have certain rights that we will honour. They include:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

As well as affording these rights to our staff, we must all work together afford these rights to others and to this end all our employees will be expected to treat any personal data with the utmost integrity and confidentiality.

We have appointed a Data Protection Officer who will report to the Managing Director and shall be responsible for the following:

- Liaising with the Supervisory Authority (ICO) on all matters around personal data
- Creating and implementing training and awareness programmes for our staff
- Assist the business to monitor internal compliance, inform and advise on your data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs)

Any questions or concerns about the interpretation of this policy should be taken up with the Data Protection Officer and/or the Managing Director.

Signed: 

Date: 02/09/2024

**Managing Director**