

GDPR Privacy Standard Policy Statement

2021-22

Introduction

This Privacy Standard sets out how we handle the personal data of our stakeholders. It applies to all personal data we process regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, clients or supplier contacts, shareholders, website users or any other data subject.

Purpose

The purpose of this policy is to demonstrate our understanding and application of the obligations placed on us as a business and to show our commitment to protecting the data of stakeholders.

Scope

We recognise that the correct and lawful treatment of personal data will maintain confidence in the organisation and will provide for successful business operations. Protecting the confidentiality and integrity of personal data is a critical responsibility that we take seriously at all times.

Responsibilities

The board of directors take responsibility for ensuring the business operates in line with this policy and commits to taking appropriate action where necessary.

We have committed to:

- Process data lawfully, fairly and in a transparent manner.
- Collect data only for specified, explicit and legitimate purposes.
- Hold only adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
- Maintain accurate and up to date records.
- Not retain data in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed.
- Process data in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage.
- Not transfer data to another country without appropriate safeguards being in place.
- Make data available to data subjects and data subjects allowed to exercise certain rights in relation to their personal data.
- To demonstrate compliance with the data protection principles listed above.



Paul Smith
Managing Director

Date: 1st December 2021

Scheduled Review Date: 30th November 2021