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PERSONAL DATA PROTECTION POLICY STATEMENT

“OUR COMMITMENT TO YOU”

We will implement a personal data protection policy and management system and maintain this to ensure that personal data processing functions are compliant with current legislation.

This includes data from customers, suppliers and employees and any other personal data that the organisation may hold from time to time.

This policy sets out our over-arching principles: -

- **Personal data will be collected and process in a lawful, fair and transparent manner for specific, explicit and legitimate purposes to protect the individual rights of the data subjects.**
- **We will take all reasonable measures to ensure that we are at all times compliant with data protection legislation and have appropriate technical and organizational measures in place to prevent security breaches.**
- **Your data will be accurate and up-to-date and will not be shared with third parties.**
- **We will ensure that our staff and workers are trained and informed of their obligations under data protection legislation and the confidential nature of personal data.**
- **We will comply in a timely manner with any requests made of us to meet the obligations under data protection legislation. This may include the restriction of processing, data portability, correction of inaccurate data, deletion of personal data, and the provision of information to help you address a complaint or subject access data request.**
- **We will report to you immediately any security breaches or loss of personal data that has been provided by you where the breach poses a high risk to the rights and freedoms of the individuals.**
- **Personal data will be adequate, relevant, and limited and stored no longer than necessary and in accordance with our archive and deletion process.**
- **Personal data will be held securely with access restricted to employees with a legitimate requirement.**
- **Our data protection policy will be subject to annual audit and review to ensure our continued compliance.**

Signed:

Danny Nash

October 2023

Responsible for Health, Safety & Environmental issues

