

# POLICY STATEMENT

The Company takes the security and privacy of your data seriously. We need to gather and use information or 'data' about you as part of our Business and to manage our relationship with you. We intend to comply with our Legal Obligations under the **Data Protection Act 2018** (the '2018 Act') and the **EU General Data Protection Regulation** ('GDPR') in respect of data privacy and security. We have a duty to notify you of the information contained in this Policy.

This Policy applies to current and former Employees, workers, volunteers, apprentices and consultants. If you fall into one of these categories then you are a 'data subject' for the purposes of this Policy. You should read this Policy alongside your Contract of Employment (or Contract for services) and any other notice we issue to you from time to time in relation to your data.

The Company has measures in place to protect the security of your data in accordance with this Policy.

The Company will only hold data for as long as necessary for the purposes for which it was collected, or in accordance with any retention period prescribed by Law.

The Company is a '**data controller**' for the purposes of your Personal Data. This means that we determine the purpose and means of the processing of your Personal Data.

This Policy explains how the Company will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing or storing Personal Data in the course of working for, or on behalf of, the Company.

This Policy does not form part of your Contract of Employment (or Contract for services if relevant) and can be amended by the Company at any time. It is intended that this Policy is fully compliant with the 2018 Act and the GDPR. If any conflict arises between those Laws and this Policy, the Company intends to comply with the 2018 Act and the GDPR.

## Data Protection Principles

Personal Data must be processed in accordance with six '**Data Protection Principles**.' It must: -

- be processed fairly, Lawfully and transparently;
- be collected and processed only for specified, explicit and legitimate purposes;
- be adequate, relevant and limited to what is necessary for the purposes for which it is processed;
- be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
- not be kept for longer than is necessary for the purposes for which it is processed; and
- be processed securely.

We are accountable for these principles and must be able to show that we are compliant.



**Signed D Friend**

**Dated** 22/11/21