

Data Protection Policy Statement (GDPR) 2018

Our company receives and manages data provided by our employees, our business partners including our clients and third-party providers.

We are fully committed to protecting the rights and privacy of all individuals and companies who provide data to us.

In accordance with the **Data Protection Act 1998** information about our personnel, business clients and partners and other individuals will only be processed in line with established regulations. Personal Data will be dealt with in line with the requirements of the **EU General Data Protection Regulation (2016/679)** (GDPR).

Personal data will be collected, recorded and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The lawful and correct treatment of personal information is critical to our successful operations and to maintaining confidence.

Our company at times will be bound by the requirements of Non-Disclosure Agreements and Confidentiality Agreements and it is the duty of the Directors to ensure that all employees that access information covered by such agreements abide to the conditions of the agreements.

A **Data Protection Protocol (GDPR)** is in place to enact this policy and mitigate the risk of a data breach.

This policy statement and the associated Protocol will be formally reviewed by the Managing Director on an annual basis but may be updated at other times, as required.

This statement will be displayed in a prominent position at all work locations and sites, and will be made available to all interested parties, including the public.



Mark Clarke
Managing Director

2018