

DATA PROTECTION POLICY

Data Protection Policy Statement

- The Companies are committed to providing clarity in how Personal Data of Customers, suppliers and employees is collected and used, and how our data protection obligations are met.
- This policy sets out the Companies' commitment to the GDPR and the Data Protection Act 2018, and individual rights and obligations in relation to Personal Data of individuals whose information the Companies collect and processes.
- Compliance with the GDPR and the Data Protection Act 2018 is described by this policy and is also contained in other supporting policies.
- The Companies make data protection an essential component of the core functionality of the processing systems and services. The Companies integrate data protection into its project management approach as part of the design and implementation of systems, services, products and business practices. The Companies take a proactive approach to data protection and anticipates privacy issues and risks before they happen.
- This policy applies to all of the Companies' sites, Employees, Contractors and Visitors. The purpose of this policy is to ensure that Customers, Suppliers and Employees understand the Companies' information security and data protection requirements.
- Any breach of the GDPR and the Data Protection Act 2018 or the Companies' policies and procedures may be assessed as a transgression of the Companies' disciplinary policy and may also be a criminal offence, in which case the matter will be reported as soon as possible to the appropriate authorities.

- The Companies have attained their ISMS certification and accreditation to, ISO 27001:2013 incorporating C&CCC Standard 55, C&CCC Standard 3(CPAS Rules), Cyber Essentials and Cyber Essentials Plus, which support compliance with the GDPR and the Data Protection Act 2018.
- The Companies are registered with the Information Commissioner's Office: CFH Docmail Ltd. Z5722574 and Print for Business Limited Z269469X.
- A current version of this document is available to all employees on the corporate network, noticeboards and websites. It does not contain confidential information and can be released to relevant external parties.
- Suppliers, contactors and any third parties working with or for the Companies, and who have or may have access to Personal data, will be expected to have read, understood and to comply with this policy.

Mr Bill McFedries
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