

## Data Protection Policy Statement

The Company is fully committed to compliance with the requirements of General Data Protection Regulations 2018 (“GDPR”), which came into force on the 25<sup>th</sup> of May 2018. The Company will therefore follow procedures, that aim to ensure, that all employees, contractors, agents, consultants, partners or other servants of the Company who have access to any personal data held by or on behalf of the Company, are fully aware of and abide by their duties and responsibilities under GDPR.

### STATEMENT POLICY

In order to operate efficiently, the Company has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with the requirements of central government. This personal information will be handled and dealt with properly however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, there are safeguards within GDPR to ensure this.

The Company regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Company and those with whom it carries out business. The Company will ensure, that it treats personal information lawfully, correctly and securely.

To this end the Company fully endorses and adheres to the Principles of Data Protection as set out in the General Data Protection Regulations 2018.



**Richard Romaszko**  
Assurance Director & Data Protection Officer



**Brian Reynolds**  
Chief Executive Officer

Review due by 31<sup>st</sup> January 2024

