

1. Our GDPR principles

- we will process all personal data fairly and lawfully
- we will only process personal data for specified and lawful purposes
- we will endeavour to hold relevant and accurate personal data, and where practical, we will keep it up to date
- we will not keep personal data for longer than is necessary
- we will keep all personal data secure
- we will ensure that no data is transferred to any other parties

2 . GDPR compliance

- We will implement the relevant policies and practices to ensure we protect any data handled by ourselves – for our employees, customers and suppliers specifically including the following:
 - . employees will be made aware of the GDPR restrictions and obligations within it as may be relevant to them, with the relevant training provided as necessary.

3 . Our GDPR actions to date

- We have appointed a Data Protection Officer
- We are continually reviewing our policies, including our Data Protection Policy.
- We undertake regular reviews of the personal data we store, manage, maintain, collect, process and control.
- We provide training to all employees and generally raising the awareness and importance of GDPR to our business and their individual responsibilities arising from this.
- We are and will continue to look at ways of improving our systems and procedures to better comply with GDPR best practice.