

GDPR DATA PROTECTION POLICY

We recognise the importance of compliance with the Data Protection Act (2018) which is the UK's implementation of the General Data Protection Act (GDPR). T&B is registered with the Information Commissioners Office under registration number **Z761996X**. This policy covers the required GDPR obligations regarding individuals 'personal data' and how this data is; captured, stored, used and ultimately erased.

We undertake steps to ensure compliance with the principals of GDPR requiring personal data, including that of our own employees and recognised thirds parties, to be

- Only processed in a manner compatible to its original purpose
- Accurate and updated as and when necessary
- Only collected and processed for legitimate interests
- Processed legitimately by fair and transparent methods
- Focused and limited to only necessary data needed for legitimate interests
- Retained for no longer than absolutely necessary
- Is held and processed in a suitably secure environment
- All Subject Access Requests will be appropriately acted upon and comply with any individual's right to be forgotten.

Our compliance is supported by:

- Ensuring our employees processing data are appropriately informed and provided with training appropriate to their role
- Data processing procedures are clear unambiguous and regularly reviewed
- Employees can identify individuals within T&B who can offer guidance and assistance
- Employees understand their responsibilities to follow good data protection practice and aware of their own accountability
- Employees have an obligation to report data protection breaches or contact their line managers if they have concerns of such a breach
- Queries and requests are processed without delay

This policy will be reviewed annually or as required by changes in legislation.



Rob Wishart
Managing Director

RELEVANT DOCUMENTS:

- [Data Retention & Deletion Policy](#)
- [Training & Development Policy](#)
- [Privacy Policy](#)
- [Recruitment Policy](#)

