GDPR DATA PROTECTION POLICY

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 identity 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 with be reviewed annually or as required by changes in legislation

R Wishart

Rob Wishart
Managing Director

RELEVANT DOCUMENTS:
- Data Retention & Deletion Policy
- Training & Development Policy
- Privacy Policy
- Recruitment Policy

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