

GDPR Compliance Statement

Introduction

COMPANY collects, processes and stores personal data on an ongoing basis. Data may be collected from customers, suppliers, business contacts, employees and any other person the organisation has a relationship with or may need to contact.

COMPANY is committed to safeguarding the privacy rights of all individuals from whom we collect and store data, in line with our Data Protection obligations as outlined in Legislation.

Data Protection Principles:

COMPANY commits to adhere to the principles of Data Protection by ensuring:

- 1) The **lawful, fair and transparent processing** of any data collected. There will be a legal basis for the processing of any data. The purpose for which data is collected will be specific and clearly stated.
- 2) **Purpose Limitation.** Data collected will be used only in ways compatible with the purpose for which it was collected. Data will not be used or disclosed for any other purpose other than that for which it was obtained.
- 3) **Data Minimisation.** Personal data will not be collected or retained if it is not required.
- 4) **Data Accuracy.** **COMPANY** will make every effort to ensure data is accurate, complete and up to date. Where any inaccuracies are identified these will be remedied immediately.
- 5) **Storage limitation.** Data will be retained for no longer than is necessary for the purpose(s) for which it is acquired.
- 6) **Integrity and Confidentiality:** Sufficient protections will be in place to protect personal data from loss, destruction, unauthorised access, unauthorised disclosure or alteration.

Data Protection Officer (if applicable)

Our Data Protection Officer (DPO) is NAME / POSITION. Our DPO oversees our commitment to best practice provides advice and information and monitors compliance.

Privacy Information Notices

(COMPANY's) relevant Privacy Statements can be found *(include link to privacy statements or outline how they can be obtained)*.

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