



## DATA PROTECTION POLICY STATEMENT

The General Data Protection Regulation (GDPR) is a set of EU-Wide Data Protection Rules that have been brought into UK Law as the Data Protection Act 2018. This Policy sets out the Company's commitment to adhere to the requirements of this Legislation and to protect and manage personal data.

It is the Company's intention to control personal data requests, storage and security, specified usage and retention periods as per the provisions of the Data Protection Act 2018.

The following personal data protection principles apply to all aspects of the Company's business activities and ensure that all personal data is:

- Adequate, relevant and not excessive
- Processed fairly and lawfully
- Obtained only for one or more specified and lawful purposes, and not further processed in any manner incompatible with that purpose or those purposes
- Accurate and up to date
- Processed in accordance with the rights of data subjects under the Data Protection Act 2018
- Not kept longer than is necessary
- Secure (i.e. using appropriate technical or organisational measures to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data)

The Data Protection Procedure lays out the Company's commitment to this.

A handwritten signature in black ink, appearing to read 'Steve Gardyne'.

Steve Gardyne  
Managing Director

Date: 08/03/2024