

# Data Privacy

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Our Company Data Protection Policy refers to our commitment to comply with the 6 data protection principles when collecting, processing and storing individuals' personal data.

## 1. Lawfulness, fairness and transparency

We will ensure that our data collection practices don't contravene the law and that they do not hide anything from data subjects from which the data is obtained.

To remain transparent with our data subjects, we will state the type of data we require and the reason we're collecting it, which may vary depending on the nature of the agreement.

## 2. Purpose limitation

We will only collect personal data for a specific purpose, depending on the nature the data is required and will be clear when stating what that purpose is. The data we collect will only be held for as long as is necessary to complete the purpose for which it was collected.

Processing that is necessary for historical or statistical purposes will be explained at the point at which it is collected.

## 3. Data minimisation

We will only process the personal data that is needed to achieve it's relevant purpose. For us, doing so has two major benefits. First, in the unlikely event of a data breach, the unauthorised individual will only have access to a limited amount of data. Second, data minimisation makes it easier for us to keep data accurate and up to date.

## 4. Accuracy

The accuracy of personal data is integral to our business. As such we will take every reasonable step to erase or rectify any data that is inaccurate or incomplete.

In addition, individuals have the right to request that we erase or rectify any inaccurate or incomplete data within 30 days.

## 5. Storage limitation

We will delete any and all personal data when it's no longer necessary.

## 6. Integrity and confidentiality

We will process all personal data in a manner that ensures appropriate security of the personal data provided, including protection against unauthorised or unlawful processing of said data and against accidental loss, destruction or damage, using appropriate technical or organisational measures. This includes but is not limited to encrypting and/or pseudonymising personal data wherever possible.

Signed:



Nicholas Noble, Operations Manager