

## GDPR Policy:

### 1 **GDPR**

- 1.1 To complete services for our clients we will have to acquire and process several forms of personal data; new legislation requires that we gain consent for the use of this data within the following guidelines.
- 1.2 All personal data shall be processed on the basis of consent and contractual requirement.
- 1.3 Personal data that will be required includes the client's name, address, phone number, date of birth, and any other relevant data.
- 1.4 You may withdraw consent to process personal data at any time.
- 1.5 If any personal data we hold is incorrect then you have the right to have such incorrect data corrected, removed or restricted.
- 1.6 You have the right to restrict data, halting processing, at any point unless there is a legal requirement that we continue to do so.
- 1.7 You have the right to demand that data be deleted if:
  - 1.8 consent is withdrawn,
  - 1.9 you object to processing,
  - 1.10 the data is no longer necessary for the purpose for which it was collected, or
  - 1.11 there is a legal obligation.
- 1.12 No data shall be shared with third parties without your express permission unless there is a legal basis for doing so.
- 1.13 All data we process is held for a minimum of 7 years after the completion of an assignment in line with the legal requirement. This data is restricted and will therefore not be erased.
- 1.14 You have the right to access any personal data we hold on you free of charge so long as the request is reasonable.
- 1.15 If any processing of your data becomes high risk we are required by law to conduct a data protection impact assessment. If this assessment shows a high risk factor that is hard to mitigate we are required to contact the UK's data protection supervisory authority.
- 1.16 If you find any of our handling of your personal data to be at issue please inform us. You also have the right to lodge formal complaint proceedings with the data protection supervisory authority (The Information Commissioners Office).