



Data Protection POLICY STATEMENT

S+B (UK) Ltd is fully committed to full compliance with the requirements of the General Data Protection Regulation. The company will therefore follow procedures which aim to ensure that all employees, contractors, or consultants who have access to any personal data held by or on behalf of the company are fully aware of and abide by their duties under the General Data Protection Regulation

Statement of Policy

The company needs to collect and use information about people with whom it works to operate and carry out its functions. These may include, current, past and prospective employees, clients and suppliers.

This personal information must be handled and dealt with properly however it is collected, recorded and used and whether it is on paper, in computer records or recorded by other means.

S+B (UK) Ltd regards the lawful and appropriate treatment of personal information as very important to its successful operations and essential to maintaining confidence between the company and those with whom it carries out business. The company therefore fully endorses and adheres to the Principles of the General Data Protection Regulation.

Handling personal data

S+B (UK) Ltd will, through management and use of appropriate controls, monitoring and review:

- Strive to collect and process only the data or information which is needed
- Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted
- Strive to ensure information is accurate
- Not keep information for longer than is necessary
- Securely destroy data which is no longer needed
- Take appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data)
- Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation

These rights include:

- The right to be informed
- The right of access to personal information
- The right to request rectification
- The right to request erasure
- The right to data portability

Signed:

Date: 20-03-18

Managing Director