

STAPLEFORD HYDRAULIC CO. Ltd

GDPR Policy

[This policy has been drawn up to meet the requirements of the General Data Protection Policy 2018.
For further information please go to www.gov.uk/gdpr-guidance]

It is the policy of **Stapleford Hydraulics co Ltd** to treat all employees and job applicant's information is protected from misuse at our offices in the Blackpole site office and with our I.T. service provider.

To compile our policy we referred to the ICO website and used their guidance notes.

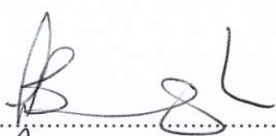
We will regularly refer to the GOV.UK website for information regarding GDPR.

Furthermore **Stapleford Hydraulics co Ltd** will ensure that no information is given out without justification. We will also inform the regulatory authorities if any breach is discovered by us. Our communications service provider must notify the ICO of any personal data breach within 24 hours under the Privacy and Electronic Communications Regulations (PECR).

Where it is required consent to provide a person data will be sort and also their data will be removed from our server on their leaving.

We will regularly review our procedures and selection criteria to ensure that individuals data is safe in our hands and meet our I.T. assessments. This will also include our assets and who has access with password protection.

The overall responsibility for the policy lies with the Directors, however, all staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to protecting their data.

Signed: 
Position: *Managing Director*
This revision dated: *1.1.2020*

Latest review