

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a privacy and data protection regulation in the European Union (EU) and will be enforceable from May 25 2018.

The GDPR imposes new obligations that control or process relevant personal data and introduces new rights and protections for EU data subjects.

The GDPR applies to data processing carried out by Company's operating within the EU. It also applies to Company's outside the EU that offer goods or services to individuals in the EU.

The Company places a high importance on information security.

The Company will be complying with the GDPR and have been planning and developing a programme of works which will deliver what is required by the legislation. This will involve working with our customers and suppliers to ensure they can meet these obligations.

- Policy Development: we will review/ refresh and develop our range of policies including Data Breach Policy, Business Continuity Plans.
- Website Data Collection & Consent, Privacy Policy: we will provide an updated framework and privacy policy to incorporate the GDPR obligations.
- Data Impact: we are already undertaking a systematic review of the data we store, manage, maintain, collect, process and control. This includes offline storage and paper records.
- Training & Awareness: we will undertake training within the Company on the GDPR and its impact on the new policies, procedures, and responsibilities of employees.
- Running alongside the work already underway, we will be reviewing the controls in place, or required.
- Where relevant and related, we will be using all reasonable endeavours to ensure that our third party and suppliers are complying with the GDPR.
- Technology: we will be reviewing our technology platforms to analyse their operation, security, compliance in order to ensure that they meet the standards we have laid down and identify any gaps and risks.

Signed:  (Director)

Printed: MICHAEL FREELEY (Director)

Dated: 6th January 2025

Review date: 5th January 2026

