

(a trading name of Lawmans UK Ltd)

GDPR Policy Statement

The company 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, consultants, partners or customers of the company (collectively known as data users) 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.

The company needs to collect and uses information about people with whom it works in order to operate and carry out its functions. These may include current, past and prospective employees, clients and customers and suppliers. In addition, the company may be required by law to collect and use information in order to comply with the requirements of government. 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.

The company 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 will, through management and use of appropriate controls, monitor the following:

- Use of personal data in the most efficient and effective way to deliver better services
- Strive to collect and process only the data or information which is needed
- Not keep information longer than is necessary
- 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

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- 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 information is not transferred abroad without suitable safeguards
- Ensure that there is general information made available to the public of their rights to access information
- 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
 - The right to object to processing
 - The principles of data protection

Anyone processing personal data must comply with 6 principles of good practice and the company commits to these principles. These principles are legally enforceable. These principles are as follows:

- 1. Lawfulness, fairness and transparency** - you must process personal data lawfully, fairly and in a transparent manner in relation to the data subject.
- 2. Purpose limitation** - you must only collect personal data for a specific, explicit and legitimate purpose. You must clearly state what this purpose is, and only collect data for as long as necessary to complete that purpose.
- 3. Data minimisation** - you must ensure that personal data you process is adequate, relevant and limited to what is necessary in relation to your processing purpose.
- 4. Accuracy** - you must take every reasonable step to update or remove data that is inaccurate or incomplete. Individuals have the right to request that you erase or rectify erroneous data that relates to them, and you must do so within a month.

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5. **Storage limitation** - You must delete personal data when you no longer need it. The timescales in most cases aren't set. They will depend on your business' circumstances and the reasons why you collect this data.
6. **Integrity and confidentiality** - You must keep personal data safe and protected against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

*Personal data is define as any information relating to and identified or identifiable person.

Special category data is defined as personal data, consisting of information including any of the following:

- Racial or ethnic origin
- Political opinion
- Religious or philosophical beliefs
- Trade union membership
- Physical or mental health condition
- Sexual life or sexual orientation
- Biometric data

This policy will be reviewed annually by management and assessed against any changes in legislation.