

Data Protection Policy Statement

Introduction

Safeguard SVP Ltd (the Company) is fully committed to compliance with the requirements of the General Data Protection Regulation. We will therefore follow procedures which aim to ensure that all employees, partners or other servants or agents of the Company (collectively known as data users) who have access to any personal data held by or on our behalf fully aware of and abide by their duties under the General Data Protection Regulation

Policy Statement

The Company needs to collect and use information about people with whom it works in order to operate and carry out its business. These may include current, past and prospective employees, clients, customers and suppliers. This personal information will be handled and dealt with in accordance with the Regulations 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. We fully endorse and adhere to the principles of the General Data Protection Regulation.

Handling personal/special category data

Through management and use of appropriate controls, monitoring and review Safeguard SVP Ltd will:

- Strive to collect and process only the data or information which is needed
- Only 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
- Ensure that data is held securely
- 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 data breaches, 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 restrict processing in certain circumstances
 - the right to data portability
 - the right to object to processing

We reserve the right to change this policy at any time and where appropriate we will notify changes by mail or email.

If you require any further information, please email: susan.winton@safeguard-svp.co.uk