

DATA PROTECTION POLICY STATEMENT

Charles Edward Limited is committed to ensuring that the basic principles of processing personal information and storage of this information conforms to all relevant legislation whether it be within the EU or subsequent UK definitions.

Charles Edward Limited operate only within the UK and there is no foreseen reason why any personal data held or processed by the Company will be sent outside of the UK.

Charles Edward will make best efforts to ensure that:

- Data collected will be limited to relevant information, collected for specific purpose and not processed in any manner which is incompatible with the purpose for which it was collected
- Data collected will be checked to ensure accuracy and relevancy of the data, and if either is found not to be met then the data will be updated or destroyed
- Data is stored securely, its access limited to relevant personnel only and not disseminated in any way which will cause a breach of privacy.

In all cases of breach, the person or persons impacted by the breach will immediately be notified of the breach, the information which has been exposed and what mitigation measures are in place.

Where data is required to be transferred to a third party in the natural purpose of the business, this transfer is to be limited as much as possible to reduce the possibility of a breach on the part of the third party. Charles Edward will expect that all contractors, subcontractors and employers will implement the same level of care and trust of said data.

Any person has the right to ask for a copy of the information held regarding them, or the deletion of that information. Charles Edward will comply with this request, so long as this will not impede the required interaction with the requestor, whereby renewal of the information or termination of the agreement may be required.

This policy applies to all personnel of Charles Edward Limited

Date: **1st July 2021**

Signed:

A handwritten signature in black ink that reads 'Dale Hardwick'.

Dale Hardwick
Director