



DATA SECURITY POLICY



Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to ensuring that we comply with the nine data protection principles as shown below:

- We shall determine what personally identifiable information is collected, how it is used and with whom it may be shared
- All information will be kept secure and not disclosed to another organisation without the individual's consent
- Personal data will be obtained only for the purpose specified and should be adequate, relevant and not excessive for the purpose required
- Data should be regularly reviewed and updated; if not longer required, it should be deleted and disposed of
- Individual's may request details of personal information which we hold at any time
- Personal data is used only to meet our operational needs or fulfil legal requirements. We will not sell, distribute or lease personal information to third parties unless we have permission or are required by law to do so. Customs data will only passed on to third parties, where this is absolutely necessary to fulfil the order.
- We shall provide adequate security measures to protect personal data
- We shall take steps to ensure that personal data is up to date and accurate
- For deliveries destined for outside the EU and where there is not data protection, you as the customer assume full liability for the data. Within the EU protection is provided through the GDPR (General Data Protection Regulation)

We shall communicate this policy to our customer in our quotation letter.

We shall regularly review data protection procedures and guidelines within the organisation.

Next review: January 2024