



## **GDPR Statement    MANUFACTURERS IN SPRINGS & PRESSINGS**

Protaform Springs & Pressings Limited is fully committed to complying with the requirements UK Data Protection legislation, and the General Data Protection Regulation, (EU) 2016/679 (GDPR). We are registered with the Information Commissioners Office (ICO)

### **Policy Statement**

We regard the lawful and correct treatment of Personal information vitally important to our successful operations and in maintaining confidence between us, our employees, Customers, Suppliers and others that we carry out business with Protaform Springs & Pressings will follow procedures to ensure that all employees, contractors, agents, consultants and other parties who have access to any Personal information held by or on behalf of us are fully aware of and abide by their duties and responsibilities under the GDPR and UK Data Protection Legislation.

Protaform Springs & Pressings collects and uses information about people to operate and carry out our business functions. These may include members of the public, current, past and prospective employees, clients, Customers and Suppliers.

### **Lawful Basis: Customers and Suppliers**

Generally, Personal Data collected from Customers and Suppliers has a lawful basis for Processing of Contract, Legal Obligation or Legitimate Interests.

In the case where Consent is relied upon, then we will ask for specific consent and this consent can be withdrawn.

### **Data Storage, Use & Access Control**

Personal Data is securely stored. We process data in both paper and electronic forms. Electronic data is backed up and protected from unauthorised access and malicious hacking attempts. We are members and certificate holders of the IASME Cyber Essentials scheme.

Only those employees with a legitimate business need can access and process relevant Personal Data.

### **Data Protection Contact**

Contact Protaform Springs & Pressings's IT Manager for issues regarding Data Accuracy, Subject Access Requests, Breach or if you would like further details regarding Protaform Springs & Pressings's Data Protection.



Certificate No. Q05752