

# DATA PROTECTION POLICY STATEMENT

## Document Control

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## 1. Policy statement

- 1.1 The Board of Directors and management of APP Electrical Services Ltd, located at Unit 2, Trentside Business Village, Farndon Road, Newark, Notts, NG24 4XB are committed to compliance with all relevant EU and Member State laws in respect of personal data, and the protection of the "rights and freedoms" of individuals whose information APP Electrical Services Ltd collects and processes in accordance with the General Data Protection Regulation (GDPR).
- 1.2 Compliance with the GDPR is described by this policy and other relevant policies such as the Information Security Policy, along with connected processes and procedures.
- 1.3 The GDPR and this policy apply to all of APP Electrical Services Ltd's personal data processing functions, including those performed on customers', clients', employees', suppliers' and partners' personal data, and any other personal data the organisation processes from any source.
- 1.4 APP Electrical Services Ltd has established objectives for data protection and privacy, which are in PIMS and GDPR Objectives Record.
- 1.5 Data Protection Officer/GDPR Owner is responsible for reviewing the register of processing annually in the light of any changes to APP Electrical Services Ltd's activities (as determined by changes to the data inventory register and the management review) and to any additional requirements identified by means of data protection impact assessments. This register needs to be available on the supervisory authority's request.
- 1.6 This policy applies to all Employees/Staff and interested parties of APP Electrical Services Ltd such as outsourced suppliers. Any breach of the GDPR or this PIMS will be dealt with under APP Electrical Services Ltd's disciplinary policy and may also be a criminal offence, in which case the matter will be reported as soon as possible to the appropriate authorities.
- 1.7 Partners and any third parties working with or for APP Electrical Services Ltd, and who have or may have access to personal data, will be expected to have read, understood and to comply with this policy. No third party may access personal data held by APP Electrical Services Ltd without having first entered into a data confidentiality agreement, which imposes on the third party obligations no less onerous than those to which APP Electrical Services Ltd is committed, and which gives APP Electrical Services Ltd the right to audit compliance with the agreement.

APP Electrical  
Services Ltd

*Managing Director*

