



GDPR Policy Statement

Security Management South West Limited treats the privacy of its staff, customers and website users very seriously and we have taken appropriate security measures to safeguard your privacy.

Security Management South West Limited has conducted an information audit to identify the data that we process and how it flows into, through and out of our business to identify and document any risks we have found.

This document lists what personal data we hold, where it came from, who we share it with and what we do with it. From this we have identified our lawful bases for processing this data.

We have reviewed how we ask for and record consent if required and have privacy policies for employees and client/customers readily available to individuals.

Security Management South West Limited has process to:

- Recognise and respond to individuals' requests to access their personal data
- Ensure that the personal data it holds remains accurate and up to date
- To securely dispose of personal data that is no longer required or where an individual has asked for it to be erased
- To respond to an individual's request to restrict the processing of their personal data
- To allow individuals to move, copy or transfer their personal data from one IT environment to another in a safe and secure way, without hindrance to usability
- To handle an individual's objection to the processing of their personal data.

In order to discharge its responsibilities under the General Data Protection Regulations Security Management South West Limited:

- Has identified whether any of its processing operations constitute automated decision making and have procedures in place to deal with the requirements
- Monitors its own compliance with data protection policies and regularly reviews the effectiveness of data handling and security controls
- Provides data protection awareness training for all staff
- Has nominated a Data Protection Officer (DPO)
- Ensures an adequate level of protection for any personal data processed by others on our behalf that is transferred
- Has effective processes to identify, report, manage and resolve any personal data breaches

This Policy will be reviewed at least annually and revised as necessary to reflect any changes to the business activities or amendments to the General Data Protection Regulations.

A handwritten signature in black ink, appearing to read 'Ken York', is written over a light blue horizontal line.

Ken York

Issue No - 001	Date	Authorised by	File Name	Page
Edition No - 000	25/05/2018	Ken York	GDPR Policy	1 of 1