

DATA POTECTION POLICY

SUPPORT SERVICE LEADERS

The Company takes all the reasonable measures to provide adequate protection for any data held in respect of its staff, clients, customers and suppliers and will adopt best practice against unlawful processing of personal data and against accident, loss of, damage to or destruction of personal data. No personal data held by the Company will be transferred to a country outside the European Union unless the recipient is subject to similar legislation, which affords an adequate level of protection for the rights and freedoms of those persons to which the data relates or has entered into an appropriate 'Safe Harbour' arrangement.

We at Support Service Leaders will ensure that:

- There are persons with appropriate responsibility for data protection within Support Service Leaders.
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice.
- Everyone managing and handling personal information is appropriately trained to do so.
- Everyone managing and handling personal information is appropriately supervised.
- Anybody wanting to make enquiries about handling personal information knows what to do.
- Queries about handling personal information are promptly and courteously dealt with.
- A regular review and audit is made of the way that personal information is managed.
- Methods of handling personal information are regularly assessed and evaluated.
- The individual performance of those handling personal information is regularly assessed and evaluated.

This is communicated to everyone within Support Service Leaders and, as appropriate, to external interests including suppliers, business partners and clients.

This policy should be read in conjunction with a number of other Support Service Leaders policies on related matters.

Signed:



Date: 1 February 2019