

## Data Protection Commitment

### Policy Statement

Automated Data Management Limited (ADM Ltd) is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and confirms its ongoing commitment to revised legislation being introduced on 25<sup>th</sup> May 2018, commonly referred to as GDPR, to be known as the Data Protection Act 2018.

All management and staff are trained to ensure they are familiar with the company responsibility under the legislation.

#### **When processing personal or corporate data we undertake to ensure the following:**

- The processing is lawful, fair and transparent
- Transparent about what the data is being used for
- Data is collected for a specific purpose
- The data is necessary for the purpose
- The data retained must be accurate and kept up to date
- Data is not kept for longer than necessary
- The data is kept safe and secure and within the UK.

We do not process sensitive personal data information directly. We retain required personal data as required under employment law and the basic personal data of our customers in the normal day to day operation of the business. Any transfer of personal data would be subject to strict privacy controls and permissions always sought, all electronic communication platforms have required encryption levels.

We take steps to ensure that any businesses or platforms that we work with have security protocols and policies in place to manage and record your data, privacy and preferences correctly and that your data is stored securely. For our policy and information on this, please contact our Data Protection Officer via [sean@a-d-m.co.uk](mailto:sean@a-d-m.co.uk)

Under the General Data Protection Regulation and the new Act, you will always have the right;

To request copies of your data, rectification of your data, erasure of your data, complain to us or restrict the processing of your data and where our systems allow, give electronic access to copies of your data in a digital format.

ADM Ltd fully recognises the impact of the GDPR upon our customer base and, as such, continues to be committed to providing solutions to support customers' own GDPR obligations, whether as standard features within our product range or to meet their concerns regarding third party arrangements.

Where a breach is identified, it will be investigated and contained.