

## GENERAL DATA PROTECTION REGULATION POLICY STATEMENT

**Maylarch Environmental Ltd** is the data controller (Registration Number Z9669448) for personal data about clients, prospective clients, job applicants and our current and former employees, event/training attendees and others we conduct business with that require the collection of any personal data.

Maylarch is committed to compliance with all relevant UK laws in respect of personal data, and to protecting the “rights and freedoms” of individuals whose information we collect in accordance with the General Data Protection Regulation (GDPR). We consider that the correct treatment of personal data is integral to our successful operations and to maintaining trust of the persons we deal with. We fully appreciate the underlying principles of the Act and support and adhere to its provisions.

We are committed to complying with data protection legislation and good practice including:

1. Processed lawfully, fairly and transparently
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate and kept up to date
5. Not kept longer than necessary
6. Secure
7. Processed responsibly and in accordance with current regulations

This policy is supported and supplemented by the following:

- ❖ Privacy Policy (Ref A23) – displayed on our website
- ❖ Cookies Policy (Ref A24) – displayed on our website
- ❖ GDPR for Applicants & Employees Policy (Ref A25) – displayed on our website, and included in the Employee Handbook
- ❖ Subject Access Request Policy (Ref A26) – available on request
- ❖ Data Beach Notification Policy (Ref A27) – available on request

We have notified the Information Commissioner that we are a data controller and that we process certain information about data subjects. We have identified all the personal data that we process and this is contained in the Data Inventory Register.

A copy of the ICO Registration Certificate is retained in the Quality Management System (QMS) folder for Company Certificates and a copy is available upon request.

The Financial Controller is responsible, each year, for reviewing the details of the ICO registration, in the light of any changes to our 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 policy applies to all employees, including any outsourced suppliers. Any breach of the GDPR will be dealt with under our 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.

Partners and any third parties working with or for us, and who have or may have access to personal information, will have their terms and conditions of engagement reviewed to ensure that they comply with this policy. No third party may access personal data held by us without this review to ensure that the third-party obligations are no less onerous than those to which we are committed, and which give us the right to audit compliance with this policy.

The responsibility for our performance to this policy rests with all employees throughout the company.

*Rob Fluckiger*

Rob Fluckiger  
Group Managing Director