

PC/Issue3/0518

Total Office GDPR Policy Statement

General Data Protection Regulation

The directors of Thurgoods Ltd, trading as Total Office, have put in place the required elements of the Regulation and are in compliance with the General Data Protection Regulation as enacted 25th May 2018.

John Thurgood, as Managing Director, has assumed the responsibility of Data Controller and has delegated the responsibility of Data Protection Officer (DPO) to the Commercial Manager, Pam Gruskin.

The DPO has completed a Data Audit, which is reviewed annually, and produced a Privacy Impact Assessment and a Data Retention Policy. Staff are made aware of GDPR requirements by means of the Total Office GDPR Policy Document otherwise known in the GDPR as the Privacy Notice.

The Directors and the DPO undertake to ensure that personal data:

- Is processed lawfully, fairly and transparently
- Is held and used for specific, explicit and legitimate purposes
- Will only be used if it is adequate, relevant and limited to what is needed
- Will be accurate and kept up to date
- That identifies individual subjects will be kept no longer than necessary
- Is secure and protected against unauthorised use or loss, damage or destruction

The rights of individuals are maintained, including the right to see and access their personal information held, rights of data erasure, correction, restriction and notification of a security breach.

Staff employed by Thurgoods Ltd are required to give consent for the processing of their personal data and will be made aware of any particular requirement and safeguards for the processing and holding of any special categories of data, as included in the Regulation.

Signed.....

John Thurgood
Managing Director

Date: 01/12/2020

This Policy is reviewed annually by the Data Controller and DPO

