

# Ideal Cleaning Services Limited

## General Data Protection Regulation Policy Statement

Ideal Cleaning Services Limited is fully committed to compliance with the requirements of the General Data Protection Regulation which came into force on 25 May 2018.

The company will therefore follow procedures which aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the company who have access to any personal data held by or on behalf of the company, are fully aware of and abide by their duties under the General Data Protection Regulation.

In order to operate efficiently, Ideal Cleaning Services Limited has to collect and use information about people with whom it works or employs. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition it may be required by law to collect and use information in order to comply with the requirements of central government.

Ideal Cleaning Services Limited regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between employees and those with whom it carries out business. The company will ensure that it treats personal information lawfully and correctly.

To this end the Ideal Cleaning Services Limited fully endorses and adheres to the principles of Data Protection as set out in the General Data Protection Regulation and shall:

- Only process personal data where this is strictly necessary for legal and regulatory purposes, contractual purposes, or to provide a product or service to our clients
- Only process the minimum personal data necessary for these purposes
- Provide clear information to individuals about how their personal data will be used and by whom
- Only retain personal data for the length of time necessary to carry out the defined purpose
- Maintain a documented inventory of the categories of personal information processed by us
- Ensure that personal data is adequate, relevant, accurate and, where necessary, up to date
- Respect individual's rights with regard to their personal data and ensure that it is processed fairly, lawfully and in a transparent manner
- Ensure that personal data is processed in such a way that ensures its security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage
- Not transfer personal data to a country or territory outside the European Economic Area unless an equivalent level of protection to that within the EEA is applied

For and on behalf of Ideal Cleaning Services Limited

P R Taylor



Group Managing Director

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I have read and understand the above Statement Policy and I agree to comply with all stated provisions and terms. I understand that failure to adhere to these policies may result in disciplinary action, up to and including termination of my employment.

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Printed Name*

\_\_\_\_\_ *Date*

Reviewed 05-18

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