



General Data Protection Regulation May 2018

GDPR Compliance Statement

Thank you for your ongoing business and support. Your personal information is important to us and we are committed to safeguarding and protecting your personal data and privacy. All data is handled responsibly and in accordance with our Privacy Policy.

We are committed to ensuring that your information is secure. All data is held on a private UK based server network with single point, firewall protected internet access through our hosting company.

In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. All our suppliers and contractors meet the standards we require.

Within their terms and conditions of employment all employees have received briefings on data security and the handling of personal data. A programme of staff awareness and refresher training is underway to ensure that our data is protected. This training will be updated regularly, and checks are made by IT staff to ensure data quality is maintained.

In accordance with GDPR, we will only use your data where it is in our legitimate interest to do so and to comply with our legal and regulatory requirements. We will always explain clearly what data we are collecting about you and why. We will only collect data we need to give you a better experience; to improve and deliver our services to you; and to meet our responsibilities to you.

It is our strict policy not to pass on any personal information to third parties for commercial or sales and marketing purposes.

From time to time, we will use your information to send offers and news on products and services, which we think may be of interest or be of benefit to you. In this case you will always be given the choice to opt out of receiving such emails.

To keep pace with the new data protection regulation as it develops, we will continue to review our systems and procedures to ensure that they remain compliant with the regulation and we will keep you informed throughout the process of any changes that we make.

Latimer Trend and Company Limited, May 2018