



## 1st About Plumbing and Carpentry Compliance Status

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**Revision History**

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| 1.01    |            | M Shiers        | Creation                             |
| 1.02    | 29/05/2018 | M Shiers        | Additional information/clarification |
|         |            |                 |                                      |

**Distribution**

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| A CARTER  | DIRECTOR          |

**Approval**

| Name      | Position | Signature  | Date    |
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## 1 Introduction

After more than four years of discussion and negotiation, the General Data Protection Regulation (GDPR) was adopted by both the European Parliament and the European Council in April 2016. After publication of GDPR in the EU Official Journal in May 2016, it came into force on May 25, 2018.

This statement details the measures that 1st About Plumbing and Carpentry Ltd are putting in place to ensure compliance with GDPR and other relevant regulations.

## 2 Statement of Compliance Status

A project has been started to take us to a GDPR compliant state. A steering committee made up of Directors and Senior Advisors has been created to oversee the project and ensure compliance is reached in good time. A working group consisting of key workers has been put in place to analyse the business, identify all the personal data held and map the data lifecycles involved. We have engaged the services of a Data Protection Officer to advise us. We are putting in place a Privacy Framework which will allow us to demonstrate our compliance.

Our Privacy Framework will consist of a Personal Information Management System (PIMS) and an Information Security Management System (ISMS) both of which are based on relevant ISO and BS standards. This Privacy Framework will consist of Policies, Procedures and Processes which we are developing to conform to the six data principals and will enable data subjects to enforce their rights as laid down in the articles of the GDPR. It will also formalise how we liaise with our Supervisory Authority, the ICO.

We are following the guidelines of the ICO to create our policies and procedures to deal with all areas of the GDPR including processing data in a lawful, fair and transparent manner, securing the data in our systems, responding in a timely manner to Data Subject Access Requests and complying with Data Breach regulations. We are in the process of creating our Privacy Notice which will include the detail on the different types of data we collect and the purposes that we use each type of data for and our retention policies.

We will ensure that all the systems we use both on premise and in the cloud are GDPR compliant. We take privacy and data security very seriously and we protect and secure your financial and personal data using proven technologies.

We act as a Controller and as a Processor of data. We are reviewing our data relationships with our suppliers and our clients and we are in the process of amending all our legal paperwork to comply with our GDPR obligations. If this is relevant to you and you haven't heard from us yet we will be in touch shortly.

If you have questions on the above please contact us using the one of the methods available on our website [here](#).