

Total Piling Ltd.

GENERAL DATA PROTECTION REGULATION POLICY

The Company is committed to protecting the data of our employees, customers, clients, suppliers and any third parties in accordance with the above regulations. The aim of this policy is as follows. Personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to the data subject
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
4. shall be accurate and, where necessary, kept up to date
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed Integrity and confidentiality
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

This shall be done by the following actions.

- a) All employee personal data will be kept on one computer which is password protected and only accessible by the directors.
- b) Any personal data of customers, clients, suppliers and any third parties shall not be copied or forwarded to others and shall be deleted once that specific project has been completed.

Arrangements are in place to regularly monitor and audit the Company's compliance with the Policy and relevant legislation in association with Safety Measures Ltd, acting as our professional advisers. The Directors review the objectives and targets and this policy document each year.

SIGNED: *Paul Pendleton*

POSITION: Director

DATE: 13.07.2022