

Head Office

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GDPR Policy

It is the policy of Creative Office Solutions LTD (the Company) to ensure that it is handling personal data in accordance with the Data Protection Act 2018. The Company understands its responsibilities to ensure that personal data is:

- Processed lawfully, fairly and in a transparent manner.
- Collected and held for specified, explicit and legitimate purposes.
- Accurate and kept up to date.
- Only used if it is adequate, relevant, and limited to what is needed.
- Not kept for longer than necessary.
- Secure and not exposed to unauthorised use or loss, damage, or destruction.

Individuals retain the right to see and access their personal information.

Individuals employed by Creative Office are required to give full consent for the processing of their personal data and will be informed of any requirements and safeguards for the processing of any special categories of data, as included in the Regulation.

The Creative Office Solutions LTD GDPR Policy is issued in compliance with requirements of the Data Protection Act 2018. The policy is made available to employees and will be reviewed and revised on an annual basis.

Signed : *N. Owen*

Nick Owen

Managing Director

22/02/223