



## **General Data Protection Policy**

This General Data Protection Policy explains how the AGZ Group manage, control and process personal data collected in line with our operational requirements. It also sets out our commitment to safeguarding personal information held with regard to our employees, customers and suppliers.

AGZ Group comply with all legislative requirements as specified in the Data Protection Act 1998. As of 25<sup>th</sup> May 2018, AGZ Group will meet the lawful processing conditions set out in the General Data Protection (GDPR) legislation for processing personal data.

### **Our Data Protection Principles:**

Recognise data protection-related requests for information and handle them in an appropriate manner.

Seek explicit consent to process employees personal/sensitive data.

Inform all employees of their access and general rights with regard to their own personal data.

Assess risk of any use or change to personal data processing.

Be transparent with what and why data is processed.

Produce a data mapping/information asset register.

Train staff on how to handle personal data safely and correctly.

Have a policy, processes and procedures in place to manage, control and review any processed personal data.

Be aware that policies and processes may change, but the premise and purpose of data protection will remain the same.

Meet our security requirements with regard to personal data by ensuring no unauthorised or unlawful processing/access takes place.

Protect personal data against accidental loss, destruction, damage or theft. This will include IT access control, password protection, encryption etc.

Appoint a Data Protection Officer (DPO) who will monitor compliance with GDPR and other data protection laws. The DPO will also be the first point of contact for supervisory authorities, AGZ Group employees and management.

Report any significant risks/breaches of data protection security to the Information Commissioners Office (ICO) with 72 hours of the incident taking place.

Carry out a full investigation should an incident take place informing all relevant parties of our findings.

Maintain records of all of the above for review and audit purposes.

Conduct a strategy/risk review on a quarterly basis in line with our ISO 9001:2015 requirements.

**This document was last reviewed December 2018.**

**A signed copy of this statement is available on request.**