

## Data Protection Policy

As a consequence of its daily business, ACESL needs to collect and use certain types of information and/or data about staff, customers and other individuals who come into contact, either physically or electronically, with the company.

The Company is committed to:

- 1) Respecting the rights of individuals whose data they collect and process and will comply with UK and EU laws related to personal information in- line with the EU General Data Protection Regulation (GDPR).
- 2) Process the minimum amount of personal information only where this is strictly necessary for legitimate organisational purposes.
- 3) Restrict access to personal data to only those who need it.
- 4) Upon request, provide clear information to individuals about how their personal information will be used and who will be using the information.
- 5) Process personal information fairly, lawfully, and securely.
- 6) Maintain an inventory of the categories of personal information that is processed and keep it accurate and up to date.
- 7) Retain personal information only for as long as is necessary for legal or regulatory reasons or, for legitimate organisational purposes.
- 8) Respect individuals' rights in relation to their personal information as defined in the GDPR.
- 9) Only transfer personal information outside the EU Member States in circumstances where it can be adequately protected and aligned with EU GDPR Regulations.
- 10) Only apply exemptions permitted by data protection legislation.
- 11) Identify staff with specific responsibility and accountability for the ongoing maintenance and support of the requirements of the GDPR.



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