

## DATA PROTECTION POLICY

Cable Services Ltd is firmly committed to ensuring compliance with the General Data Protection Regulation (GDPR) which relates to the Data Protection Act 2018. This policy defines what must be followed by all employees to support this.

It is the policy of Cable Services Ltd to ensure that data held relating to its employees, suppliers and customers is obtained, processed and retained fairly and lawfully.

Employees of Cable Services Ltd will comply with the following 8 principles:

1. Personal data will be processed fairly and lawfully
2. Personal data will be processed for limited purposes and will not be further processed in any way that is inconsistent with the original reason for obtaining the data
3. Personal data will be adequate, relevant and not excessive in relation to the purpose for which it was obtained
4. Personal data will be accurate and kept upto date
5. Personal data will not be kept for longer than is necessary
6. Personal data will be processed in accordance with the subjects' rights under GDPR
7. Personal data will be kept secure and protected against loss or damage
8. Personal data will be adequately protected if transferred outside the European Union

Subject access requests: Individuals whose information is held by Cable Services Ltd have the right to request a copy of the information held. Cable Services Limited must respond within 30 days, subject to being satisfied that the request is genuine. Individuals can also request that data held by Cable Services Ltd, is corrected if the subject believes that the data is inaccurate.

Compliance with this policy is monitored on a regular basis by line managers and as part of our internal audit process. Any detected breaches will be reported to the Managing Director without delay.



Jason Bostock  
Managing Director.