Abacus®
Leaders in Lighting

General Data Protection Regulations (GDPR)	Section 1.1
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	Issue: 05
Policy Statement	Effective from: 03/01/2023
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	Approved by: Steve Lamb

1. Abacus comply with Legal Requirements for GDPR.
2. We take every precaution to ensure the security of the Personal Data relating to our employees and our customers.
3. We store Personal Data both electronically and in paper form and keep records of what it is, who has access to it, for what purpose and for how long it is to be retained.
4. We share Personal Data with external processors in order to support business requirements. All external processors are recorded and controlled.
5. We have processes and systems in place to ensure that all Data Subjects have:
    a. Given consent for their data to be stored and processed
    b. The "right to access" data
    c. The "right to be forgotten" if they leave (subject to legal and auditory requirements)
6. Our company policies ensure that GDPR requirements are addressed.
7. We educate our staff and ensure that they are aware of the requirements of GDPR and of our obligations to them as their employer.
8. We only store customer and supplier data for purposes of doing business with them and only hold data which is relevant to the transactions of the business.
9. We secure our IT Systems against unauthorised access in order to prevent breaches of Personal Data.
10. If a breach of Personal Data does occur we will inform the affected Data Subjects in a timely manner in line with GDPR stating what has been compromised and inform the Information Commissioners Office (ICO) accordingly.
11. We publish relevant Privacy Notices/Policies on our internal notice boards and our company website.

S. A. Lamb

Steve Lamb
Chairman
Date 03/01/2023