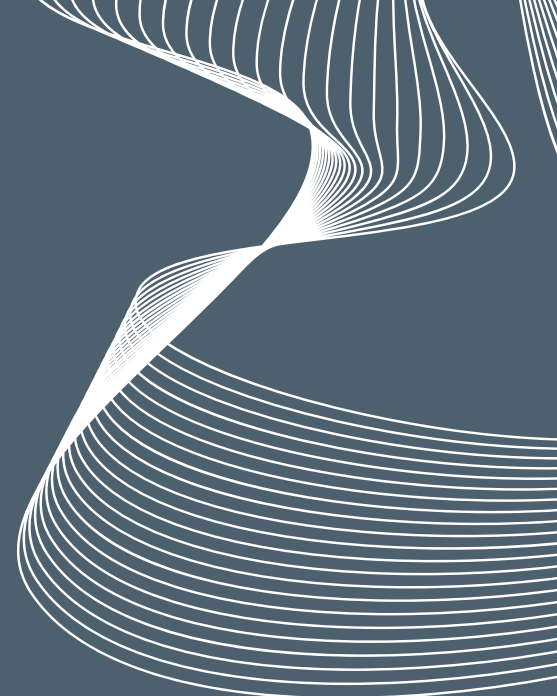




# SI&C

POLICY  
DOCUMENT

## GDPR Policy

Audience: All Parties

Requirement: Essential

Policy Owner: Company Director

Review Delegation: Executive

Review Cycle: Two Years

Last Review: 30/10/2024

Due for Review: 30/10/2027





# What we stand for...

Our values focus on nurturing the CORE of our business.

- Customers as partners
- Openly inquisitive
- Reputationally renowned
- Exceptionally talented

## Our mission

To unearth those lost talents and skills your team has, looking to maximise what is inside, we aim to get the full potential out of your team to realise your strategic goals, at pace.

## Our Vision

To create people-centred, simpler, and value-driven results for our clients that help ensure their teams perform to the best of their abilities. We aim to unlock your people's abilities, saving you time and effort whilst improving the social mobility of your team. Finding the best teams to carry out your most important work is what drives us every day.

# Contents

|                                     |   |
|-------------------------------------|---|
| Introduction, scope and definitions | 4 |
| Principles                          | 5 |
| Data rights and legal               | 6 |

# GPDR Policy

## Introduction

SI&C Ltd is committed to protecting the privacy and security of personal data.

This policy sets out our obligations under the General Data Protection Regulation (GDPR) and describes the procedures and processes we have put in place to safeguard personal data when providing consulting services and professional advice to our clients.

## Scope

This policy applies to all employees, contractors, and third parties who process personal data on behalf of SI&C Ltd. It covers all personal data processed for our consulting and advisory services, including data related to clients, employees, suppliers, and other business contacts.

## Definitions

For the purposes of this policy: Personal data refers to any information relating to an identified or identifiable natural person. Processing means any operation performed on personal data, such as collection, storage, use, disclosure, or destruction. Data subject refers to the individual to whom the personal data relates. Data controller refers to the entity that determines the purposes and means of processing personal data. Data processor refers to the entity that processes personal data on behalf of the data controller.

## Principles

SI&C Ltd will adhere to the following GDPR principles when processing personal data: Lawfulness, fairness, and transparency: We will process data lawfully, fairly, and transparently.

Purpose limitation: Data will be collected for specified, explicit, and legitimate purposes.

Data minimisation: We will only collect and process data that is adequate, relevant, and limited to what is necessary.

Accuracy: We will ensure that data is accurate and kept up-to-date.

Storage limitation: Data will not be kept for longer than necessary. Data that is retained for longer than the period of one year will be anonymised and the data retained in a format for benchmarking purposes.

Integrity and confidentiality: We will process data securely and protect it against unauthorised access or processing. Accountability: We will take responsibility for adhering to the GDPR principles.

## Rights of Data Subjects

SI&C Ltd respects the rights of data subjects under the GDPR, including the right to:

- Access their personal data Rectify inaccurate or incomplete data Erase their data (under certain conditions)
- Restrict or object to processing (under certain conditions)
- Data portability (receive a copy of their data in a structured, commonly used format)
- Withdraw consent for processing (where consent is the legal basis)

SI&C Ltd will provide information about these rights and facilitate the exercise of these rights upon request.

Data Protection Officer SI&C Ltd has appointed a Data Protection Officer (DPO) who is responsible for overseeing GDPR compliance and acting as a point of contact for data subjects and supervisory authorities.

The DPO can be contacted at [dpo@siandc.org](mailto:dpo@siandc.org) Data Breaches In the event of a personal data breach, SI&C Ltd will notify the relevant supervisory authority within 72 hours and, where required, the affected data subjects without undue delay.

Training and Awareness All employees and contractors who process personal data on behalf of SI&C Ltd will receive regular training on data protection laws, including the GDPR, and this policy. Policy Review This policy will be reviewed annually and updated as necessary to ensure compliance with data protection laws and regulations.

Our ICO number is ZB67895

# Have you checked that you have claimed all the benefits you're entitled to when working with us?

Don't forget that when you work with us you get the following benefits:

- 5% of profits from each sale donated to a charity of your choice
- Refer us to a buyer and get paid
- Provide feedback and earn a 2% refund

**SI&C**  
THE 5%  
CLUB 

**SI&C**  
OUR REFERRAL  
PROMISE 

**SI&C**  
CUSTOMER  
INSIGHTS 

Do you have any  
queries on this  
policy?

If so, contact us at  
[info@siandc.org](mailto:info@siandc.org)