



### GDPR Policy Statement

The EU Data Protection Regulation (GDPR) and the DATA Protection Act 2018 came into force on 25<sup>th</sup> May 2018 superseding the DATA Protection Act 1998.

At Keepsafe we are committed to protecting and respecting the privacy of individuals, and customers and we take our obligations under data protection legislation seriously. We already manage personal data in accordance with the industry standards. We understand and welcome the high standards that GDPR will promote and encourage across all organisations that process personal data on behalf of third parties.

- Modifying and fine tuning our management systems, processes and policies to enable us to be GDPR – Compliant. To this end we have conducted a full review of our internal and external policies and updated them to ensure that they are GDPR compliant.
- We have ensured that all our employees are fully aware of the new obligations that GDPR has introduced.

We will never share client/employee information with third parties unless we have written consent. The only exception to this would be in response to a formal request for information by a law enforcement or regulatory body.

Our IT Systems are fully protected to the highest standard, to prevent vulnerability or attack. Software updates and associated security patches are uploaded promptly to ensure our system is optimized at all times.

Signed:

Position: Managing Director

Review Date: 01/04/2024