

PROP-TECH INSULATION (UK) LIMITED

European General Data Protection Regulation (GDPR)

The European General Data Protection Regulation (GDPR) came into force on the 25th May 2018 and represents one of the biggest changes to data protection rules in the last two decades. It is Europe's new framework for data protection and is designed to harmonise data privacy laws across Europe and give greater protection and rights to individuals. To summarise, all businesses that hold and process personal information will have stringent processes and policies in place.

Prop-Tech Insulation (UK) Limited has always taken the management of such data very seriously and to ensure that we are fully compliant with the legislation we have:

- Improved IT Security and testing
- Removed old and obsolete records
- Updated processes and policies for privacy and data protection

In order that Prop-Tech Insulation (UK) Limited may provide services and information to clients, contacts and staff, it is necessary to hold and process such personal data:

- Your name
- Your date of birth
- Your telephone numbers
- Your Email addresses
- Your locations
- Your unique Taxpayer Reference Number
- Your national Insurance Number

Prop-Tech Insulation (UK) Limited will ask for written consent before processing certain types of data and the individual will be fully informed of which data is used and why.

The Information Commissioners Office Website lists the data protection rights for Individuals under GDPR which includes:

- The right to be informed
- The right of access
- The right to erasure
- The right to object

All of which can be obtained by speaking to the directors Julie Cooke or Eammon Flynn. You may choose to provide or withhold your consent, which can be reversed at any time.

This policy has been approved & authorised by:

Name: Julie Cooke

Position: Director

Date: 9th May 2019

Signature:

