



## **GDPR Policy**

1. We will only collect the information that we need and only for the specific purpose of running the Sovereign Surgical business.
2. We will ensure that if we wish to use or disclose the personal data for any purpose that is additional to, or different from the originally specified purpose, that the new use or disclosure is fair.
3. When collecting personal information we will tell those people how we will use it. We will only handle people's personal data in ways they would reasonably expect and will make sure that we do not do anything unlawful with the data.
4. We will keep all the information that we need securely on the premises.
5. We will be ready to respond to any breach of security swiftly and effectively.
6. We will only keep financial data electronically and this will only be accessible by senior management with the correct password. All paper records will be kept securely.
7. We will ensure that all the information is relevant and up to date. We will carefully consider any challenges to the accuracy of information and consider whether it is necessary to update the information.
8. We will only hold as much information as we need, and only for as long as we will need it. The data will then be destroyed.
9. We will allow the subject of the information to see it upon request. We will respond to a subject access request promptly and in any event within 5 working days of receiving it. Should you require information please contact us by using any of the contact details at the bottom of this document.
10. There will be no charge for the information that is provided. The information will be provided in MS Word format.
11. All business emails are password protected and every Desktop pc is password protected per individual user. All folders that contain customer and supplier information are password protected and only accessible by Sovereign staff. All business and personal mobile phones with company information on them are password protected.
12. All waste paper containing personal information will be shredded using a confidential waste shredding service.
13. We will only share personal information with the individual's permission, unless required to do so by law.

Registered Address: