



DATA PROTECTION POLICY

At Dublcheck we are in receipt of private data and information from a wide range of sources. It is not only our legal duty to protect this information and control it appropriately, but it is also an ethical duty that we have to our employees, customers, franchisees & wider stakeholders. As part of our ongoing commitment to the protection of all personal data we ;

- Document all private data that we hold, where it has arrived from & whom can access it.
- Ensure that the access permissions are appropriate, necessary and that the information is held securely either by encryption on our database or locked away by key if held in a physical format.
- Receive consent to store private information at the point of receipt i.e a declaration from employees that their information will be held securely
- Make a commitment to regularly review our databases and ensure that information is not held for longer than necessary.
- Report directly to the managing director if we believe that information is being held unnecessarily.
- Use a world leader in information security disposal to securely destroy any information that is no longer necessary to retain.
- Provide an individual or organisation with any information held on them at their request , at no cost.

Signed:

A handwritten signature in black ink, appearing to read "CSG", is written over a faint, light-colored grid background.

Carol Stewart-Gill
Chairwoman, The Dublcheck Group
January 2018