

**Euroteck Systems UK Ltd**  
NDT House  
61 Kepler (off Mariner)  
Lichfield Road Industrial Estate  
Tamworth, Staffordshire, B79 7XE

Tel: +44 (0)1827 312455



## DATA PROTECTION POLICY STATEMENT

This Data Protection Policy Statement refers to our commitment to treat information of employees, customers, stakeholders and other interested parties (Data Subjects) with the utmost care and confidentiality and to meet our obligations under the General Data Protection regulations 2016 (GDPR) and the Data Protection Act 2018.

The Data Protection Policy Statement is underpinned by our Data Protection Policy and Privacy Policy. Our Data Protection Policies ensure we gather, store and process data lawfully, fairly, transparently and with respect towards the rights of individuals.

### SCOPE

This policy statement refers to all parties (employees, job candidates, customers, suppliers etc.) who provide us with personal data.

#### Main definitions\*

**Personal data** is any information relating to an identified or identifiable natural person.

**Data subject** is any living individual who is the subject of personal data held by an organisation.

**(Data) controller** is the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

**Data Processor** means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the (Data) controller

\* Definitions taken from GDPR 2016 Article 4.

### WHO DOES OUR DATA PROTECTION POLICY APPLY TO?

Employees, contractors, consultants, partners and any other external entity who process data on our behalf. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

### PRINCIPLES

As part of our operations and to effectively deliver our services to our customers, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, email addresses, digital footprints, photographs, financial data etc.



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Our company collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- accurate and kept up to date
- collected fairly and for lawful purposes only
- processed by the company within its legal and moral boundaries
- protected against any unauthorized or illegal access by internal or external parties

Our data will not be:

- communicated informally
- stored for more than a specified amount of time
- transferred to organisations, states or countries that do not have adequate data protection policies
- distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of processing the data the company has direct obligations towards people to whom the data belongs.

Specifically we:

- let people know which of their data is collected through our Privacy Policy
- inform people about how we'll process their data through our Privacy Policy
- inform people about who has access to their information through our Privacy Policy
- have provisions in cases of lost, corrupted or compromised data through our procedures
- allow people to request that we modify, erase, reduce or correct data contained in our databases through our procedures

## RESPONSIBILITIES

Euroteck has responsibilities as both Data Controller and Data Processor. The Directors have overall responsibility as Data Controllers and have assigned a Data Protection Manager to oversee compliance and ensure data controls and processing meet data protection requirements.

All staff and contractors processing data on Euroteck's behalf are responsible for the security and protection of personal data and compliance with our data protection policies and procedures.



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## COMMITMENT

To exercise data protection, we are committed to:

- restrict and monitor access to sensitive data
- develop transparent data collection procedures
- train staff in data privacy and security measures
- build secure networks to protect online data from cyberattacks
- establish clear procedures for reporting privacy breaches or data misuse
- include contract clauses or communicate statements on how we handle data
- establish secure data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorisation etc.)
- disciplinary consequences for data security breaches.
- ensuring data protection by design is embedded in our project delivery
- establish contractual data protection requirements for third parties who process data on our behalf

## COMMUNICATION

Our data protection provisions will be communicated to external interested parties and Data Subjects through this statement and through our Privacy Policy. Our Privacy Policy is available on our website. Our full Data Protection Policy is available on request.

Data privacy and security requirements will be communicated to all employees through training and learning and development initiatives.

For further information, enquiries, data subject access requests or complaints in relation to data protection please contact our Privacy Officer on [privacy@euroteck.co.uk](mailto:privacy@euroteck.co.uk)

This policy was approved by the Board of Directors.

This document is valid as of: 01/08/2019



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