

# GDPR Policy for Mark One Consultants Limited

Mark One Consultants Limited maintains GDPR Documents which are stored on their server and can be supplied to clients upon request. The below documentation is an outline of Mark One Consultants GDPR policy statement and further information can be obtained by using this policy with the 'GDPR Data Breach Management Document IT', 'M1C Company Documents', 'Mark One Office Layout' and 'TEAMS GDPR Data Breach Management Document'.

The purpose of this policy is to outline Mark One Consultants commitment to maintaining and securing personal and confidential information of its staff, customer and suppliers. Mark One Consultants is considered as a data controller as Mark One Consultants have access to personal and private information through software and support systems; however Mark One Consultants do not process this data. Mark One Consultants may store client's data on servers as a failsafe, hosting service or backup service. Mark One Consultants however ensure that all data held, obtained and communicated to its staffs is;

GDPR is a requirement for Mark One Consultants as they trade within the EU. Personal data of staff and customers fall under this.

Individuals have the same rights under the GDPR law and these rights form the foundation of the Mark One Consultants GDPR Policy. Mark One Consultants will ensure:

1. Right to be informed. Where possible Mark One Consultants will inform involved parties of what data is being collected and shared with third parties. This can also be done on request and will be done in plain clear language.
2. The right of access. Individuals can submit access requests to Mark One Consultants in which Mark One Consultants will provide a copy of all personal data held concerning the individual. Mark One Consultants will do this within one month of the request.
3. The right to rectification. If any individual discovers any information the Mark One Consultants holds to be inaccurate or incomplete they can request that it be updated. Mark One Consultants will do this within one month of the request.
4. The right to erasure. Individuals can request that Mark One Consultants erase their data in certain circumstances, such as when the data is no longer necessary, the data was unlawfully processed or it no longer meets the lawful ground for which it was collected. This includes instances where the individual withdraws consent.
5. The right to restrict processing. Individuals can request that a Mark One Consultants limits the way it uses personal data. It's an alternative to requesting the erasure of data, and might be used when an individual contests the accuracy of their personal data or when they no longer need the information but Mark One Consultants requires it to establish, exercise or defend a legal claim.
6. The right to data portability. Individuals are permitted to obtain and reuse their personal data for their own purposes across different services. This right only applies to personal data that an individual has provided to data controllers by way of a contract or consent.
7. The right to object. Individuals can object to the processing of personal data that is collected on the grounds of legitimate interests or the performance of a task in the interest/exercise of official authority. Mark One Consultants must stop processing information unless they can demonstrate compelling legitimate grounds for the processing that overrides the interests, rights and freedoms of the individual or if the processing is for the establishment or exercise of defence of legal claims.
8. Rights related to automated decision making including profiling. The GDPR includes provisions for decisions made with no human involvement, such as profiling, which uses personal data to make calculated assumptions about individuals. There are strict rules about this kind of processing, and individuals are permitted to challenge and request a review of the processing if they believe the rules aren't being followed.

Signed 01/07/2019



Kerry McLaughlin (Finance Director and Data Protection Officer)