

## General Data Protection Regulation (GDPR)

### Policy Statement

Smart Platform Rental Ltd is required to gather and process relevant personal data regarding individuals for the maintenance and development of the business. This includes customers, suppliers, business contacts, members of staff and other people or organisations that we may have a relationship with. Under GDPR Smart Platform Rental Ltd are both a controller and processor of data. Our GDPR policy sets out our commitment to protecting personal data and how we will ensure that staff understand how to handle data they have access to as a part of their work.

Our Policy applies to anyone working with personal data that is controlled or processed (including electronic mail and documents created with word processing software) or where it is held in manual files that are structured in a way that allows ready access to information about individuals by or on behalf of Smart Platform Rental Ltd including and not limited to employees, customers and service providers.

Non-compliance regarding regulatory requirements may expose Smart Platform Rental Ltd to complaints, regulatory action, fines and/or reputational damage.

The leadership of Smart Platform Rental Ltd is fully committed to ensuring continued and effective implementation of this Policy, and expects all Smart Platform Rental Ltd employees and Third Parties to share in this commitment. Any breach of this policy will be taken seriously and may result in disciplinary action or business sanction.

#### Reporting of Data Breaches

Any individual who suspects that a Personal Data Breach has occurred due to the theft or exposure of Personal Data must immediately notify the Data Protection Officer providing a description of what occurred. Notification of the incident can be made via email ([admin@smartplatforms.co.uk](mailto:admin@smartplatforms.co.uk)) or by calling 0333 800 6000.

Andy Burt  
Managing Director

Signed.....  
Date... 10<sup>th</sup> MAY 2018

