	Document Name	Data Protection	Document Ref.	PS19
	Prepared by	Katy Hurn, QMS Manager	Version	04
	Approved by	Edward Lefevre, Managing Director	Review Date	30/12/2026

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Data Protection Policy:

Statement of Commitment:

Datashredders Ltd is committed to maintaining high standards of security and confidentiality for information in our custody and control.

This policy sets out Datashredders commitment to ensuring that any personal data, including special category personal data, which Datashredders processes, is carried out in compliance with data protection law. Datashredders ensures that good data protection practice is imbedded in the culture of our staff and our organisation.

'Data Protection Law' includes the General Data Protection Regulation 2016/679; the UK Data Protection Act 2018 and all relevant EU and UK data protection legislation.

Scope:

This policy applies to all personal data processed by Datashredders Ltd and is part of Datashredders approach to compliance with data protection law. All Datashredders staff are expected to comply with this policy and failure to comply may lead to disciplinary action for misconduct, including dismissal.


Data Protection Principles:

Datashredders Ltd is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- It is processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency').
- It is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ('purpose limitation').
- It is all adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation').
- It is all accurate and, where necessary, kept up to date and that reasonable steps will be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy').
- It is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ('storage limitation').
- It is processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

Datashredders Ltd will facilitate any request from a data subject who wishes to exercise their rights under data protection law as appropriate, always communicating in a concise, transparent, intelligible and easily accessible form and without undue delay.

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Process, Procedures, and Guidance:

Datashredders Ltd will:

- Ensure that the legal basis for processing personal data is identified in advance and that all processing complies with the law.
- Not do anything with your data that you would not expect given the content of this policy and the fair processing or privacy notice.
- Ensure that appropriate privacy notices are in place advising staff and others how and why their data is being processed, and, in particular, advising data subjects of their rights.
- Only collect and process the personal data that it needs for purposes it has identified in advance.
- Ensure that, as far as possible, the personal data it holds is accurate, or a system is in place for ensuring that it is kept up to date as far as possible.
- Only hold onto your personal data for as long as it is needed, after which time Datashredders will securely erase or delete the personal data – Datashredders data retention policy sets out the appropriate period of time.
- Ensure that appropriate security measures are in place to ensure that personal data can only be accessed by those who need to access it and that it is held and transferred securely.
- Investigate any potential data security breach and identify actual breaches. In some circumstances where a breach is likely to have a significant impact, the breach will be reported to the information commissioner's office within 72 hours.

Datashredders Ltd will ensure that all staff who handle personal data on its behalf are aware of their responsibilities under this policy and other relevant data protection and information security policies, and that they are adequately trained and supervised.

Breaching this policy may result in disciplinary action for misconduct, including dismissal. Obtaining (including accessing) or disclosing personal data in breach of Datashredders data protection policies may also be a criminal offence.

Data Subject Rights:

Datashredders has processes in place to ensure that it can facilitate any request made by an individual to exercise their rights under data protection law. All staff have received training and are aware of the rights of data subjects. Staff can identify such a request and know who to send it to.

All requests will be considered without undue delay and within one month of receipt as far as possible.

Responsibility for the Processing of Personal Data:

The Directors of Datashredders Ltd take ultimate responsibility for data protection.

If you have any concerns or wish to exercise any of your rights under the GDPR, then you can contact the Data Protection Manager.

Monitoring and Review:

This policy shall be monitored and reviewed annually at a minimum.

Edward Lefevre



Managing Director
Datashredders Ltd

31st December 2025