

 <small>CONFIDENTIAL ON-SITE DOCUMENT DESTRUCTION</small>	<b>Document Name</b>	GDPR General Policy Statement	<b>Document Reference</b>	PS24
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## GDPR – General Policy Statement

Datashredders Ltd is committed to ensuring the information security and data protection of all of its employees and customers, and others who may be affected by its activities.

In particular, Datashredders Ltd will ensure:

1. That it provides and maintains a GDPR compliant working environment as;
  - a. A data controller
  - b. A data processor charged with the responsibility of destroying its client's sensitive data held physically e.g. on paper, tapes, HDDs (hard disk drives) etc
2. It incorporates information security and data protection considerations into all aspects of the business.
3. Appoints a DPO (Data Protection Officer) in line with ICO guidelines
4. That employees are provided with sufficient information, instruction and training to enable them to carry out their job without risks to the information security and data protection.
5. That employee's information security and data protection responsibilities are clearly understood.
6. That any relevant information security and data protection information will be communicated to staff.
7. That good information security and data protection standards are maintained, using industry / ICO guidance wherever possible.
8. That it will periodically check that good information security and data protection is in place.
9. That it will periodically audit and review its Information Security Management System (ISMS).

Edward Lefevre



*Managing Director*  
Datashredders Ltd

31<sup>st</sup> December 2025