

EDWARDS AND WARD AND THE
GENERAL DATA PROTECTION REGULATIONS
(GDPR)

The Board of Edwards and Ward Limited (E&W) recognises the importance and profound impact the GDPR will have not only on its subsidiary companies but also its suppliers and customers. The Board have endorsed a series of actions to ensure E&W is compliant with the GDPR when it comes into effect on 25 May 2018. These actions include the following:

- 1 The appointment of a Data Protection Officer (DPO). Mr Lynn Thomas, the Solicitor, has been appointed as the company DPO. Lynn is a solicitor with many years' experience and is a qualified practitioner in the GDPR.
- 2 GDPR is now a standing item for discussion at all E&W Board meetings.
- 3 A working group has been established to implement the GDPR technical and managerial measures. These include the development of policies and procedures aligned to GDPR compliance.
- 4 All data control and processing activities will be in accordance with GDPR, legal and best practice, and the company is registered with the Information Commissioners Office.
- 5 The GDPR working group will process map all the company's data flows. Surplus data will be disposed of securely and confidentially.
- 6 Data Protection Impact Assessments will be conducted on all the company's key areas affected by the GDPR. These Impact Assessments will be conducted by a qualified GDPR practitioner.
- 7 All contracts, whether they be with customers, employees or suppliers will be reviewed and amended to be GDPR compliant.
- 8 E&W will take all appropriate administrative and technical measures to ensure personal data is processed safely and securely.
- 9 Data access will be reviewed to ensure employees only have access on a need to know basis.
- 10 A programme of training will be undertaken for all those dealing with personal data in the company. This will be complemented by a on line GDPR training module which will be compulsory for all relevant staff.
