

Appropriate protection is required for all forms of information to ensure business continuity and avoid breaches of the law and statutory, regulatory, and contractual obligations.

PWM UK Ltd is committed to managing all information in accordance with the Data Protection Act 2018 which regulates the capture, storage, and use of information. Information exists in many forms. It may be printed or written on paper, stored electronically, transmitted by post, or using electronic means, shown on films, or spoken in conversation.

To achieve this, it is our policy to ensure that:

- Information will be protected from unauthorized access,
- Confidentiality of information will be assured,
- Integrity of information will be maintained,
- Information security training will be made available to all staff,
- All breaches of information security, actual or suspected will be reported, investigated and resolved.

The Company commits to protect personal data and to comply with the Seven Data Protection Principles and to fulfilling the Eight Individual Rights in regards the retention and storage of personal data.

The seven principles require that personal data, including that of its employees and third parties **must be**:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

To achieve compliance with Data Protection Legislation, we will ensure that:

- There are individuals within the business who can provide advice and assistance on issues arising under the Data Protection Legislation,
- Everyone managing and handling personal data understands that they are responsible for following good data protection practice,
- Everyone managing and handling data is appropriately trained,
- Queries about handling personal data are dealt with promptly,
- Procedures for handling personal data are clearly described,
- A regular review of the way personal data is managed is undertaken.

We will communicate the responsibilities of individuals through induction and Contracts of Employment, briefings and to sub-contractors through Supplier Terms and Conditions.

A handwritten signature in black ink, appearing to read 'Alex Murphy'.

Alex Murphy
Managing Director
1st July 2023