



GENERAL DATA PROTECTION REGULATION

General Data Protection Regulation (GDPR) and Privacy Statement

General Data Protection Regulation (GDPR) came into force on 25 May 2018. The new laws aim to update the current Data Protection Act, increase the privacy protection of all UK citizens and reduce the risk of data breaches. It applies to all public and private organisations processing personal data.

Gama Electronics (Gama) is committed to the privacy and security of all individuals personal data which we hold and will only process and retain the information under the following circumstances.

Customers and suppliers – Contact names and emails shall be held for relevant individuals required for the completion and support of contracts between customer/suppliers and Gama. Contact data may be shared with suppliers or subcontractors involved in the completion of a contract where they require direct contact but only if the recipient of the data is also GDPR compliant. The data will be held until the relationship between customer/supplier and Gama is completed.

Employees – Personnel details shall be held for current and past employees required for the legal requirements of the HR and Accounts departments. The data will be held for a duration in line with the current legal guidelines set out by HMRC and HSE.

All personnel data is stored securely off site.

Gama will only hold personal details for the purposes intended. Gama will never pass details onto a third party without an individual's permission other than that required to fulfil our legal requirements.

This statement is to be read in conjunction with Gama's *Data Protection Policy 2018*.

Any queries about GDPR compliance or Subject Access Requests should be made to:
Gillian Ashworth – g.ashworth@gamaelectronics.co.uk

