



Data Protection Policy

Introduction

Gaines Supplies Ltd recognises and accepts its responsibility as set out in the Data Protection Act 1998, the General Data Protection Regulations (GDPR) 2018 and other applicable laws and sub-legislation contained within. **Gaines Supplies Ltd** will take all necessary steps to meet its responsibility and promote good practice when handling and using personal information.

Policy statement

This statement applies to all management, employees and individuals at **Gaines Supplies Ltd** who processes personal information. This includes clients, potential clients and other companies with which we undertake our business.

Commitment

Gaines Supplies Ltd is committed to upholding all laws and regulations and will use all information held within accordance.

Compliance

Gaines Supplies Ltd will take steps to ensure that:

- Whomever is managing and handling personal information understands they are responsible for following good data protection practice.
- The person/persons responsible for the managing and handling of personal information is appropriately trained to do so.
- A regular review is made regarding the management of personal information.

