

General Data Protection Regulation Policy

The Kent Group of Companies takes the responsibility of holding personal data very seriously and operates a procedure to ensure that, as far as is reasonably practicable, we comply with The **General Data Protection Regulation (GDPR)** (Regulation (EU) 2016/679).

The following principles outline our commitment:

GDPR Principles

Lawfulness, Fairness, and Transparency – It is the policy of the Kent Group of Companies to hold data in a lawful fair and transparent manner.

Purpose Limitation – We will only hold data that is required for the purposes of an individual's employment or a legal requirement.

Data minimization – Data will be adequate, relevant and limited to what is necessary.

Accuracy - Data will be accurate and kept up-to-date, and a process will be followed for correcting or deleting without delay when found to be inaccurate or out of date.

Storage limitation – Data will be held only for such durations as are necessary to fulfil the purposes it was intended, subject to limited exceptions.

Integrity and confidentiality – Data will be stored securely by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction, or damage.

To achieve the principles above, the Kent Group of Companies will produce a detailed procedure which:

- Raises awareness for all concerned
- Appoints responsibilities where necessary
- Provides training where necessary
- Reviews the system as necessary
- Adopts clear and transparent data processes
- Ensures only necessary data is kept
- Risk Assesses the system
- Tests the system
- Gets Consents as necessary
- Documents

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Signed



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