

## General Data Protection Regulations (GDPR) Policy

Design and Analysis Ltd takes your privacy extremely seriously and want you to feel confident that your personal information is safe in our hands.

We abide by the law with regards to data protection and we have designed our quality management system to ensure we meet the requirements of the General Data Protection Regulation (GDPR) which forms part of the data protection regime in the UK, together with the new Data Protection Act 2018 (DPA 2018) which both came into force on 25 May 2018.

### What personal information do we hold and why?

The table below details the type of information we hold. This information is held in order to conduct our work as an Engineering Consultancy and to expand our customer base for future development and growth.

Data Type	Employed Staff	Contract Staff	Prospective Staff	Customers, Current and prospective
Private address	■	■	■	
Telephone numbers	■	■	■	■
Email addresses	■	■	■	■
Educational detail	■	■	■	
Qualification evidence	■	■		
Employment record	■	■		
Personal bank account details	■			

### What are your rights as an individual?

Any person for whom we have stored data has the following rights under GPDR law:

1. The right to be informed – being told what data we hold about you and what we do with it.
2. The right of access – being able to request a copy of your data we hold.
3. The right to rectification – being able to have inaccurate data corrected.
4. The right to erasure – being able to ask us to delete / destroy your data.
5. The right to restrict processing – being able to limit the amount or type of data used.
6. The right to data portability – requesting to move your data electronically to another business.
7. The right to object – being able to request us to stop using your data.

Please be assured that your personal data is held securely within our software systems.

Please be assured that your personal data will not be sold or traded.

For any issues related to your personal data or our detailed GDPR processes please contact:

Carl Woolley  
Managing Director