

Data Protection Policy

Signet Solutions ("we", "our", or "the Company") is committed to protecting the personal data of our employees, customers, partners and stakeholders in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy applies to all employees, contractors, and third parties who handle personal data on behalf of the Company. It covers all personal data collected, processed, stored or shared by the company whether in electronic or physical form.

1. Data Protection Principles

We adhere to the principles relating to the processing of personal data under the UK GDPR:

Lawfulness, Fairness, and Transparency
Purpose Limitation
Data Minimisation
Accuracy
Storage Limitation
Integrity and Confidentiality
Accountability

2. Legal Bases for Processing

We ensure all processing of personal data is based on one or more of the following legal bases:

- Consent
- Performance of a contract
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

3. Rights of Data Subjects

We respect and uphold the rights of data subjects, including:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision-making and profiling

Requests to exercise these rights should be made to the Data Protection Officer (DPO) as per below contact information.

4. Data Security

We implement appropriate technical and organisational measures to:

- Prevent unauthorised access, disclosure, alteration, or destruction of personal data
- Ensure data confidentiality, integrity, and availability

Measures include:

- Encrypted data storage and transmission
- Secure passwords and access controls
- Regular data security training for staff

5. Data Retention

Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected or to meet legal, regulatory, or contractual obligations.

A data retention schedule is maintained and reviewed regularly.

6. Data Breach Notification

In the event of a personal data breach, we will:

- Assess the risk to individuals
- Notify the Information Commissioner's Office (ICO) within 72 hours, if required
- Notify affected data subjects if there is a high risk to their rights and freedoms

7. Third-Party Processors

We ensure that any third parties who process personal data on our behalf provide sufficient guarantees regarding data protection compliance. Data processing agreements are in place with all relevant third parties.

8. International Data Transfers

Any transfer of personal data outside the UK will be conducted in compliance with UK data protection laws and only where appropriate safeguards are in place (e.g. adequacy decisions, standard contractual clauses).

9. Training and Awareness

All employees and relevant third parties receive training on data protection principles and procedures to ensure compliance with this policy.

10. Monitoring and Review

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, regulatory guidance, or operational practices.

Contact Information

If you have any questions about this policy or how we handle personal data, please contact:

Data Protection Officer (DPO)

Name: Karen Jackson

Email: karenjackson@signet-solutions.com

Phone: +44 (0)1332 343585



Andy Knight
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