

## Data Protection & GDPR Compliance Policy

Document Reference: DPQA0001063

Document Version: 001

Effective Date: 30th June 2026

### Policy Statement

At Display Protect Solutions, we are committed to protecting the privacy, security, and rights of all individuals whose personal data we process. We comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all applicable data protection laws.

This policy outlines our principles for collecting, storing, processing, and sharing personal data in a lawful, fair, and transparent manner.

### Key Principles of Our Data Protection & GDPR Policy

#### 1. Lawfulness, Fairness, and Transparency

We process personal data lawfully and fairly, and we provide clear information to individuals about how their data is used.

#### 2. Purpose Limitation

We collect personal data only for specified, explicit, and legitimate purposes. Data is not further processed in ways that are incompatible with those purposes.

#### 3. Data Minimisation

We collect only the personal data that is necessary and relevant for the intended purposes.

#### 4. Accuracy

We take reasonable steps to ensure that personal data is accurate and kept up to date. Inaccurate data is corrected or deleted without delay.

#### 5. Storage Limitation

Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected, or as required by law.

#### 6. Integrity and Confidentiality

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, accidental loss, destruction, or damage.

#### 7. Individual Rights

We respect the rights of individuals under the GDPR, including the right to access, rectify, erase, restrict processing, object to processing, and data portability. We respond promptly to data subject requests.

#### 8. Data Sharing and Third Parties

We only share personal data with third parties where necessary and with appropriate safeguards in place, including contractual agreements ensuring GDPR compliance.

#### 9. Data Breaches

We have procedures in place to detect, report, and investigate data breaches. Serious breaches are reported to the Information Commissioner's Office (ICO) and affected individuals where required.

#### 10. Training and Awareness

All employees receive regular training on data protection principles and their responsibilities for protecting personal data.

### Our Commitment

This Data Protection & GDPR Compliance Policy is communicated to all employees, contractors, and stakeholders. It is reviewed annually to ensure compliance with changing regulations and best practices. We are committed to protecting the personal data entrusted to us and maintaining the confidence of our customers, partners, and employees.

Prepared by:  
Mark Cotton  
Technical Director  
30th June 2026

Reviewed by:  
Tonia Anderson  
Operations Manager  
30th June 2026

Approved by:  
Mark Cotton  
Technical Director  
30th June 2026

