



Canford GDPR Compliance Statement

Introduction

The EU General Data Protection Regulation (GDPR) is a privacy and data protection regulation in the European Union.

Canford Audio Limited is strongly committed to ensuring your privacy is protected and we strictly adhere to the provisions of all relevant Data Protection Legislation, including GDPR, ensuring all personal data is handled according to the principles outlined within the regulation.

Our Commitment

Canford Audio Limited is dedicated to protecting all personal data within our remit and ensuring all our policies and procedures relating to data protection are fit for purpose and demonstrate an understanding of the new regulation.

All personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Policies and Procedures

Canford Audio Limited has created, updated and amended the following policies and procedures to meet the requirements and standards of GDPR and any relevant data protection laws:

- **Data Protection** – Policy has been revised according to the new standards of GDPR and clearly outlines our obligations and responsibilities. A key focus being on privacy and rights of individuals.
- **Data Retention** – Policy states our retention and storage periods. How all personal data is stored, archived and destroyed. Also mentions the company's erasure procedures to meet the new "Right to Erasure" obligation.



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- **Data Breaches** – Measures are in place to identify, assess, investigate and report any personal data breaches.
- **Data Transfers & Third-Party Disclosures** – Personal data that is stored or transferred outside of the EU, measures and procedures have been put in place to secure, encrypt and maintain the integrity of the data.
- **Subject Access Requests (SAR)** – Procedure has been revised to accommodate the revised 30-day timescale.

Legal Basis for Processing

Canford Audio Limited is committed to reviewing all processing activities to identify the legal basis for processing and ensuring that each basis is appropriate for the activity it relates to. Where applicable, records are maintained relating to processing activities, ensuring our obligations under Article 30 of GDPR and Schedule 1 of the Data Protection Bill are met.

Privacy Notice / Policy

Our Privacy Notice has been revised to comply with GDPR, ensuring that all individuals whose personal information we process have been informed of why we need it, how it is used, what their rights are, who the information is disclosed to and what measures are in place to protect their information.

Further information is available within our Privacy Policy at www.canford.co.uk. If you have any further questions please contact dataprotection@canford.co.uk.

Signed on behalf of Canford Audio Limited

Alan Wilson,
Chief Executive Officer
July 2022