

Data Privacy Policy

Cedar is committed to ensuring that any personal data you provide to us for processing is secure and handled in accordance with the Data Protection Act 1998, EU General Data Protection Regulation (2016/679) and our Information Security Management System which is certified to the ISO 27001 standard.

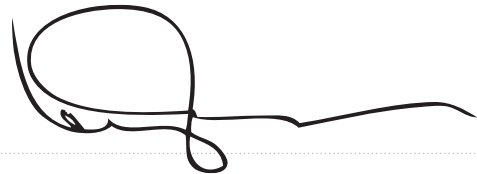
Your information is carefully protected from unauthorised or accidental disclosure or loss. We will ensure that the information you submit to us remains private, and is only used for the stated purpose.

Cedar adopts the “privacy by design” principle in our systems and these are constantly reviewed and updated to ensure we continue to adopt industry recommended security practices.

To comply with the “right to be forgotten” we will only hold personal information on our systems for as long as needed to meet the service you have requested, and then securely delete all files within 21 days once that the purpose has been met. Any paper copies not required are securely shredded on site.

All processing of data is undertaken within our secure Mailing unit by a dedicated specialist team. Personal data is only accessed by the staff who need to work on it and they are appropriately screened and trained.

Responsibilities are assigned to ensure to ensure data processing activities are monitored for compliance to the documented controls and procedures. Should there be a security incident, all details are documented and investigated and where any breach might have occurred, clients are promptly notified.



Signed:

Tony Manser, Managing Director

Last reviewed May 2016