



## GENERAL DATA PROTECTION REGULATIONS

Through the provision of services conducted between clients, groups and Individual customers, the laws and authority of GDPR will be applied.

Where personally identifiable information is in use, the necessary safeguarding will be in place through interactions, including, but not limited to the services found on the Houghton & Mackay website.

In the case where interaction and trade with Businesses and/or individuals external to UK jurisdiction exists, the Application of GDPR will still be upheld, in consideration with, and where relevant, of Chapter 5 of the GDPR policy. In any case, confidentiality and security of data will be upheld.

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## CONFIDENTIALITY POLICY

This document provides clarity on non-disclosure when conducting Business or Interactions through/trading as *Houghton & Mackay*

## FINANCIAL DATA

Through the course of any interaction between representatives of *Houghton & Mackay* and its clients, any financial information which becomes known or given, will only be used for the purpose(s) of the agreement for which services are provided.

This includes data which may become known through the provision of, but not limited to, training services for the purpose of identifying ROI, Analytical purposes, and other discussions or interactions.



## **INTELLECTUAL PROPERTY & PROCESSES**

Through the execution of services carried out by representatives of Houghton & Mackay, any information pertaining to the ideas, processes, structure(s), branding or any other valuable data which is witnessed or comes into the possession of the same will be used solely for the purposes for which they have become known, being for analytical, research, or training services.

A scope review is conducted prior any projects being carried out.

## **HIRING**

During any service being discussed or carried out, Houghton & Mackay will not seek to offer work, either paid or unpaid to any employee of any client, either directly or indirectly, and no conversation of this nature will be entertained.

## **JURISDICTION**

Any disputes which arise, where no reasonable conclusion has been reached via standard channels of communication will be resolved using the services of relevant authorities within the jurisdiction of Leicestershire, in the United Kingdom.

## **AUTHORITY**

The participants of any agreement through Houghton & Mackay affirm that all parties executing agreements in relation to the services found on this website do have the relevant, necessary authority to make such binding agreements within the constraints of relevant jurisdiction and legal frameworks.