

Data Protection and Privacy Policy

Protecting personal data. Building trust. Respecting privacy.

Cardan Compliance Services is committed to protecting the personal data of our clients, employees, suppliers, consultants, learners and other interested parties. We comply with the UK Data Protection Act 2018 and the EU General Data Protection Regulation (EU) 2016/679 (GDPR) and any subsequent amendments.

This policy sets out how we collect, use, store, share and protect personal data, and the rights individuals have in relation to their data. We are committed to ensuring data is processed lawfully, fairly, transparently and securely, and only for specified, legitimate purposes.

This policy applies to all personal data processed by Cardan Compliance Services, in both electronic and paper formats.

Registered with the ICO

ico.
Information Commissioner's Office

Registration Number:
ZC255125

Our Commitments

We will:



Lawful and Fair Processing

Process personal data lawfully, fairly and transparently in accordance with the UK GDPR, the Data Protection Act 2018 and ICO guidance (Article 5(1)(a)).



Specified and Legitimate Purposes

Only collect and use personal data for specified, explicit and legitimate purposes (UK GDPR Article 5(1)(b)) and ensure compatibility for any further processing (Article 6).



Data Minimisation

Collect only the personal data that is necessary, relevant and limited to what is required for the purpose (Article 5(1)(c)).



Accuracy

Keep personal data accurate and up to date (Article 5(1)(d)) and take reasonable steps to ensure inaccurate data is rectified or deleted without delay (Article 16).



Security

Implement appropriate technical and organisational measures to protect personal data (Article 5(1)(f), Article 32) and ensure confidentiality, integrity and availability.



Accountability and Compliance

Demonstrate accountability for compliance with the UK GDPR and DPA 2018 (Article 5(2)), maintain records of processing activities (Article 30) and continually improve our data protection practices.

Our Objectives

We will set, monitor and review measurable data protection objectives to support this policy and drive continual improvement.



Ensure compliance with UK GDPR and the Data Protection Act 2018.



Maintain effective data security and reduce data risks.



Build awareness and competence across our team.



Maintain trust through transparency and responsible data handling.

Our Responsibility

This policy is issued by top management, is communicated to all relevant interested parties, made available to the public and is reviewed periodically to ensure it remains relevant and appropriate.

Together we protect what matters.

Your data. Our responsibility. A more secure tomorrow.



Issue Date
September 2026



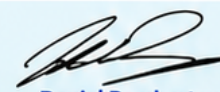
Review Date
September 2027



Policy Reference
ISMS-POL-003



Version
2


Daniel Pemberton
Director