

CANNON BUSINESS MANAGEMENT LIMITED

www.cannonbusinessmanagement.co.uk

CBMPL06 - Data Privacy Policy

Policy Statement:

Cannon Business Management Limited is committed to protecting the privacy, confidentiality, and security of personal data in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

We process personal data lawfully, fairly, and transparently, ensuring that individuals' rights are respected and upheld.

Purpose:

This policy sets out how we collect, use, store, and protect personal data, and ensures that:

- Personal data is handled responsibly and securely.
- Individuals understand how their data is used.
- The company remains compliant with UK data protection legislation.

Scope:

This policy applies to:

- All employees, directors, contractors, and associates of Cannon Business Management Limited.
- All personal data processed by the company relating to employees, clients, suppliers, contractors, and other stakeholders.
- All formats of data, including electronic, paper, and verbal records.

Our Commitments:

Data Protection Principles

We comply with the UK GDPR by ensuring that personal data is:

1. Processed lawfully, fairly, and transparently.

2. Collected for specified, explicit, and legitimate purposes.
3. Adequate, relevant, and limited to what is necessary.
4. Accurate and kept up to date.
5. Retained only for as long as necessary.
6. Processed securely, protecting against unauthorised access, loss, or damage.

Rights of Individuals

We respect the rights of individuals, including the right to:

- Access their personal data.
- Request rectification or erasure.
- Restrict or object to processing.
- Data portability.
- Withdraw consent where processing is based on consent.

Requests will be handled promptly and in accordance with legal requirements.

Data Security

- Appropriate technical and organisational measures will be used to safeguard personal data.
- Access to personal data is restricted to those who need it for legitimate business purposes.
- Data breaches will be reported in line with regulatory requirements, and affected individuals will be notified where necessary.

Third Parties

- We only share personal data with trusted third parties where necessary and where appropriate data protection agreements are in place.
- We will not sell personal data to third parties.

Responsibilities:

Directors and Managers are responsible for implementing and enforcing this policy.

Employees and Associates must handle personal data responsibly and in compliance with this policy.

Monitoring and Review:

We regularly review our data protection practices to ensure compliance and continuous improvement. This policy will be reviewed annually or sooner if required by law or business practice.

Non-compliance with this policy may result in disciplinary action and could lead to legal consequences.

Approved by:

Cannon Business Management Limited

Date: 09/09/2025 v1