The Drain Station Romford, Essex.

<u>General Data Protection Regulation (GDPR)</u> <u>Privacy Policy</u>.

On occasion we hold and/or process personal and company data (as defined in the legislation) for the purpose of invoicing and contracted services and for our own administration purposes. This information is never supplied to any third party.

Data Protection Statement.

Any information provided will always be treated in accordance with GDPR legislation and can only be used for the purpose stated when we collect the information.

Under the current legislation, data will only be held whilst still relevant, and for the purpose for which is was collected. Once no longer required or relevant, that data will be destroyed by secure means.

Cookie Statement

We do not use cookies on our website. We do not collect or store your personal information by the use of cookies for advertisement or any other means.

None of the above effects yours rights under the legislation and your right to access the data we hold on you. Please submit in writing or by email to our company including information to enable us to identify you and search for your data. Information will not be provided without Appropriate proof to confirm your true identity.

If you are dissatisfied with this policy, have queries about our data protection procedures or wish to file a complaint, please contact our company in the first instance. Thereafter you have the right to submit a complaint to the supervisory.

Authority, the information commissioners office (ICO)