



Data Protection Policy

The General Data Protection Regulation (GDPR) requires that the participant must give a positive 'opt-in' regarding the storage of personal data, which means the use of 'tick boxes' or any other method of default consent cannot be used. The minimum information that the company will need from the participant will be: Name, Address, Email and Telephone Contact Number. The company will only release personal information to relevant statutory bodies or any official government department requests, to protect both the company and the company's customers. The company has procedures and security features regarding the company's information infrastructure, to keep the participants data secure once the company takes receipt of it.

Any data the participant sends to the company electronically is at the participants own risk. The company will not share the participants personal information with any other companies for marketing, market research, commercial purposes or any other purpose and the company will not pass on the participant's details to other websites. By submitting personal data and completing the company consent form the participant agrees to the company's Data Protection Policy. If a participant is determined to ascertain if the company does or does not possess personal data and or would consider accommodating the distribution or removal of personal data, then a participant would be required to submit a subject access request for the company to consider or fulfil the desired criteria of the request.

The company may decline to fulfil or partially complete a subject access request if it is determined to be excessive in the required scope of data requested, is unfounded, unreasonable, unintelligible or the data has already been expunged by the company. If a subject access request is found to be manifestly unfounded or excessive then the company may charge a fee to offset costs to process, censor and distribute the requested data. Any subject access requests will be responded to within a period not exceeding twenty-days, which will state the company's response to the request in line with guidance and requirements set out by the Information Commissioner's Office. Any data that is to be distributed may take up to sixty-days to be supplied and may not be distributed to any other individual unless they are stated under the subject access request or are a serving member or representative of a statutory body with a lawful enquiry.

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