

## General Data Protection Regulation

### Privacy Notice

The General Data Protection Regulation (GDPR) comes into effect from the 25th May 2018 and replaces the previous Data Protection Act 1998. As a business we have responsibilities in order to remain compliant. The GDPR applies to any organisation that handles personal data. It has been designed to provide greater control over where data is saved and how it is used.

### How information is used

The company collects, stores and processes data on a daily basis in order to run the business effectively. We use the data in order for us to comply with our legal requirements in relation to any legal obligations on the company and for recruitment and retention of employees. Data is processed using a variety of methods electronically and on paper including via email, telephone or letter and recorded on forms.

### How information is stored

Data is stored securely at all times as set out in our Data Protection Policy and we would only disclose information to third parties, if, we were legally obliged to do so. There are processes in place to ensure the confidentiality of the information at all times and access is restricted to permitted employers only. Once we no longer have a need for data, it is stored and then disposed of as set out in the legal requirements for the retention of data.

### Your rights

Under the GDP Regulations and the Data Protection Act 2018 the Data Subject (an employee or business we deal with) has the right to access any information the Company holds on them. Any request for information needs to be put in writing and should be addressed to the company. You also have the right to lodge a complaint with the Information Commission's Office if you feel that we have not complied with the requirements of the GDPR or the DPA 18 in relation to your data.

### Contact details of the Data Controller

Mediwin PPIP Ltd is the Data Controller and we use, store and process your information in accordance with the Data Protection Act 2018

### Should you require any further information

Information Commissioners Office – [www.ico.org.uk](http://www.ico.org.uk)

Data Protection Network – [www.dpnetwork.org.uk](http://www.dpnetwork.org.uk)