



## Data Protection Policy

In compliance with the Data Protection Act 2018 the Management of *Rozone Ltd.* are committed to complying with the Act and to the protection of personal data.

To deliver this commitment we shall:

- Process data fairly and lawfully.
- Only hold data for specific purposes relevant to the needs of the business and the welfare of persons.
- Not disclose data for a need not compatible with the purpose for which it is held.
- Ensure the data is accurate and up to date.
- Allow individuals to be informed if personal data is held on them.
- Provide access to the data for the individual and where appropriate to have the data corrected or erased.
- Provide appropriate security measures against unauthorised access, alteration or loss or destruction of personal data.

We review the effectiveness and adequacy of this data protection policy on an annual basis and as part of change planning, lessons learnt, knowledge transfer or following an data incident or other failure to meet our data protection objectives.

We communicate our data protection policy to all interested parties. This policy is displayed on company premises, presented at new employee induction, is displayed on the Rozone website, and made available upon request to interested parties.

As the individual with ultimate responsibility for compliance at Rozone Limited I approve this data protection policy.

*Cliftin Bower*

**Cliftin Bower, Managing Director Date: 05/10/23**