



INTERIORS

# GDPR COMPLIANCE STATEMENT

The General Data Protection Regulations (GDPR) (together with the new Data Protection Act (DPA) 2018) regulate our use of your personal data.

This Compliance Statement summarises in general terms how we seek to comply with the GDPR. For information about our detailed practices, please refer to our Privacy and Cookie Policy.

## 1. Our GDPR principles

- We will process all personal data fairly and lawfully
- We will only process personal data for specified and lawful purposes
- We will endeavour to hold relevant and accurate personal data, and where practical, we will keep it up to date
- We will not keep personal data for longer than is necessary
- We will keep all personal data secure
- We will endeavour to ensure that personal data is not transferred to countries outside of the European Economic Area (EEA) without adequate protection

## 2. GDPR compliance

Pursuant to the GDPR, we are both controller and processor of data for the purposes of your personal information.

In general terms, we have the following measures in place to ensure GDPR compliance:

- Employees will be made aware of the GDPR and restrictions and obligations within it as may be relevant to them, with the relevant training provided as necessary
- Suppliers who process personal data on our behalf will be contractually obligated to ensure GDPR compliance

## 3. Our GDPR actions

- We have appointed a Data Protection Officer
- We have a Privacy & Cookie Policy in place, which sets out our data protection practices in detail
- We have assessed our lawful bases for processing data to ensure all personal data is processed lawfully, fairly and transparently
- We will, where necessary, provide training to our employees and generally raising the awareness and importance of GDPR within our business
- We are and will continue to look at ways of improving our systems and procedures to better comply with GDPR best practice
- We will continue to monitor our GDPR procedures and processes

## 4. Contact us

Should you require any further information, please feel free to contact us using the details below:

Data Protection Officer,  
27 Northfield Lane, Horbury, Wakefield, West Yorkshire, WF4 5HZ  
Email: [info@kervinteriors.com](mailto:info@kervinteriors.com)