
Compliance with the General Data Protection Regulation (GDPR) 2018

As a company we are aware of our responsibilities under GDPR and have prepared the following self-declaration to demonstrate compliance. We have undertaken the following actions:

- Updated our Privacy Policy, Terms and Conditions of Business and Cookie Policy on the website to show our actions are legal, transparent and in plain English.
- Reviewed our Data Retention Policy to ensure we do not retain any data longer than 60 days when it has come through as an enquiry on the website.
- Confirmed through opt in consent that we can send emails to customers at periodic intervals for specific and agreed purposes. This consent will be re-confirmed annually and be recorded.
- Removed all pre-filled tick boxes for consent from our website.
- Defined our internal processes and procedures to establish who has access to what data within our company to minimize handling of sensitive personal data and how long it is retained for.
- Appointed a Data Protection Officer who has overall responsibility for ensuring we maintain GDPR compliance.
- Updated our CRM to record all consent received from our customers.
- Trained all our staff to understand GDPR and the key concepts of Privacy Impact Assessments, Privacy by Design, Transparency, Consent, Subject Access Requests and Responding to Data Breaches
- Applied encryption to any data that we have approval to retain such as personnel records.
- Created a system for dealing with any Subject Access Requests that individuals may make related to the data we hold about them.
- Established in formal contracts that all suppliers we use who handle data about our company are aware of their responsibilities under GDPR and comply as Data Processors.
- Registered with the Information Commissioner's Office (ICO) as a data handler and sought their advice when establishing our compliance systems.
- Established a process for undertaking regular Internal Audits that will include checking GDPR compliance.

CIS Tech Managing Director
March 2018