



Clear Glass (Cambridge) Ltd – Site Security Statement

Clear Glass (Cambridge) Ltd has the responsibility to securely manage and administer the data that it has control of in relation to its customers.

Clear Glass (Cambridge) Ltd only retains information from companies and individuals that it is actively working with, and those that it has worked with for the purpose of warranty, insurance, taxation and related support.

Such information has been gathered as part of the necessary function of providing the service for which the company or client has engaged our services.

I. General Data Protection Regulation

The GDPR Principles detail the requirements to adhere to and in relation to these Clear Glass (Cambridge) Ltd will:

1. Process data lawfully and allow clients to withdraw consent.
2. Only use information for the reason it was collected.
3. Only collect and retain the minimum data required to complete our obligations.
4. Upon notice of any changes update the information we hold.
5. Keep data for no longer than is needed for the business required.
6. Process data in properly managed systems.

In addition to the above Clear Glass (Cambridge) Ltd also provides a route for:

- a) Reporting a data breach;
- b) Informing our staff of their responsibilities;
- c) Maintaining a positive attitude to respecting others data.

Additional information is available on aspects of the above, whilst some is confidential to the business; but if you would like any more information please contact us at sales@clearglass.org.uk or 01223 211888

Date	Version	Owner	Name
29/10/2019	1.00	Clear Glass (Cambridge) Ltd	GDPR Policy Statement