

## Privacy and Data Protection Policy

In accordance with the new General Data Protection Regulations [GDPR] 2018, Williams Environmental Ltd recognise our responsibility to ensure all data processed through and by the company is adequately protected and regulated. To ensure compliance with the new standards, Williams Environmental will aim to:

- Collect and process data lawfully, fairly, and in a transparent manner for only specified, explicit and legitimate purposes.
- All data recorded will be kept only for the period necessary, any inaccuracies therein being rectified without delay.
- Ensure data is stored securely, protected against unauthorised and unlawful processing, accidental loss, destruction or damage.
- Update data within a reasonable timescale if advised that information has changed or is inaccurate. Keeping records of data processing as required.
- Maintain the right to refuse or charge for a subject access request and/or subject erasure request if manifestly unfounded or excessive and/or found not to override the organisation's grounds for processing.
- Keep records of data breaches, informing individuals of the likely consequences and mitigation measures implemented to avoid reoccurrence as appropriate.
- Ensure all personnel are aware of their responsibilities, receiving ongoing training as appropriate, maintaining adherence to Data security procedures.

This policy is reviewed at least annually to ensure continual suitability, and that compliance has been maintained following any changes to our organisation, arrangements, scope of operations or working practices.

Director:  L. Whitmore

Operations Director:  J. Fisher

Date revised: 18/12/2025