



LMC DESIGN LIMITED GENERAL DATA PROTECTION REGULATIONS POLICY, PROCEDURES AND PRIVACY NOTICE

First published: 25th May 2018 (revised January 2019)

LMC Design Limited [the Company] is committed to meeting the requirements of the General Data Protection Regulations which became law on 25th May 2018.

The company is registered with the Information Commissioners Office (ICO).

The Company collects and stores data in order to conduct its business. LMC undertakes to hold only data that it requires for the operation of its business. Digital information is kept securely and is password protected. Hard copies are kept in a locked cabinet.

All Company staff have been made aware of the requirements of the GDPR regulations.

GDPR main officer: **Amanda Heath**

Individuals' Rights

Individuals have a right to see any data held about them by the Company and a right to request to have it destroyed or deleted unless it is required for personnel, or statutory purposes.

Sharing Data

LMC does not share data with other parties except to those where it has the written consent of an individual or is required to do so by government authorities or by Law.

What data does LMC Design hold?

An audit of the types of data held by the Company identified the following buckets of information:

1. PERSONNEL DATA (CURRENT AND FORMER)

- Name, address, date of birth
- Date of joining, date of leaving (where applicable) and their reason for leaving
- National Insurance Number
- CV including details of previous employment and education
- Salary
- Training record
- Disciplinary record (where applicable)
- Staff appraisals
- Pension details
- Student loan details (where applicable)
- Contracts of employment

Why is it kept?

For the operation of payroll and staff development.

Who is it shared with?

Sharing of staff details to third parties:

- HMRC
- Pension provider
- Private medical insurance provider
- Private health insurance
- Other third parties at the request of the individual

2. JOB APPLICANTS

Details of applicants for positions at the Company are held during the interview process and are then deleted from

digital records and all hard copies shredded unless the applicant agrees for their details to be kept on file.

Why is it kept?

In order to facilitate recruitment of staff.

Who is it shared with?

Only those members of the Company staff involved in the recruitment process.

3. SUPPLIERS INCLUDING FREELANCERS

Details of current, former and potential suppliers are held on file by our accounts department and in our general mailing list.

Why is it kept?

In order to operate our business and for accounting purposes.

Who is it shared with?

No one outside of the Company without the express permission of the individual.

4. MODEL AND ARTIST CONTACTS

Details of models and artists (voice over artists and actors) including details of children under 18 years.

Why is it kept?

In order to prove the usage rights of the images, or voices in marketing communication material.

Who is it shared with?

No one outside of the Company without the express permission of the individual.

5. CLIENT DETAILS

Contact details of current and former clients including e-mail and place of work addresses and telephone numbers.

Why is it kept?

For the operation of our business.

6. DELETING DATA

Data is routinely deleted or destroyed when it is no longer needed or used by the Company. Data about individuals is securely deleted from digital devices and hard copies of data is shredded.

7. DATA BREACHES

In the event of a data breach, the Company will report it to the ICO and inform the individual concerned of the breach.

8. POLICY REVIEW

The Company will review this policy annually and make changes as deemed necessary.