

Data Protection Policy

Policy Scope and Objective

The directors of Caldere Associates Ltd, located at 2nd Floor, 66 Westwood Road, Reading, Berkshire RG8 8BB, are (within the context of its Information Security Policy) committed to compliance with all relevant UK and EU laws in respect of personal data, and to protection of the rights and freedoms of individuals whose information we collect, in accordance with the General Data Protection Regulation (GDPR).

Caldere Associates Ltd is committed to complying with data protection legislation and good practice, including:

- Processing personal information only where this is strictly necessary for legitimate organisational purposes.
- Collecting only the minimum personal information required for these purposes and not processing excessive personal information.
- Providing clear information to individuals about how their personal information will be used and by whom.
- Only processing relevant and adequate personal information.
- Processing personal information fairly and lawfully.
- Maintaining an inventory of the categories of personal information processed by the firm.
- Retaining personal information only for as long as is necessary for legal or regulatory reasons, or for legitimate organisational purposes.
- Keeping all personal information secure.
- Respecting individuals' rights in relation to their personal information, including their right of subject access.
- Only transferring personal information outside the EU in circumstances where it can be adequately protected.