



General Data Protection Regulation 2018

CCE Data Handling Policy

In accordance with the General Data Protection Regulation 2018, CCE are committed to handle all personal data in the correct manner:

CCE shall process personal data lawfully, fairly and in a transparent manner

Personal data shall be collected for essential, legitimate purposes

The amount of data collected shall be kept to a minimum

Data shall be accurate and easily rectified or erased where necessary

Personal data of ex-employees shall be securely destroyed after one year of contract termination. All information pertaining to PAYE shall be retained for three years in accordance with HMRC requirements

Personal information shall be secure and confidential. Access shall be limited to data processors

Consent shall be sought from individuals before information is collected via a concise consent form

Withdrawal of consent to process personal data shall be easily actioned

An electronic copy of personal data shall be provided within one month of request, free of charge, within reasonable parameters

Any person on which data is held can receive a statement of all data held, how it is processed and for what purpose

A record shall be kept of data processing activities

All data is held securely on our server and backed up daily to an offsite tier 4 data storage/recovery facility