



## **Octagon Ltd Privacy Statement 15<sup>th</sup> May 2018**

Octagon Ltd operates from two locations in Ickenham and Watford and we take the processing and storage of data very seriously. We hold data on customers, suppliers and our employees and this data is securely held within our management system.

Octagon Ltd is committed to protecting your personal information and respecting your privacy and rights with regard to information processing. Octagon Ltd is committed to maintaining compliance with current data protection legislation, any future legislation that comes into force as and when required, and to maintain transparency about how it processes personal data. Octagon Ltd processes the personal data of both its own employees and its customers and suppliers and works within a robust information security policy to ensure this data is kept secure and the risk of data breach is reduced to a minimum.

This statement clarifies our position and readiness regarding how client data is collected, stored, used and destroyed. The legal basis for our collection of data is to enable us to meet our client contractual obligations. Octagon Ltd will not use your personal data for any reason other than our contractual obligations to install and maintain the goods and services we have provided to you. Your data will be held safely and securely and will not be released to any third party without your explicit consent. Please note where you have systems that are monitored by a third party as part of our contractual obligation, only data required to fulfil these obligations is provided to those third parties who are subject to the same statutory European GDPR regulations.

Octagon Ltd stores your data in a secure manner. On termination of our commercial obligations we will, on your written request, delete any or all of your data.