

General Data Protection Regulation (GDPR) Policy

Policy for Issue to Clients

1. Introduction

This GDPR Policy outlines our commitment to compliance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and sets out how we process, protect, and respect the privacy of personal data provided by our clients. We are dedicated to ensuring the confidentiality, integrity, and security of all personal data in our possession.

2. Data Collection and Use

We collect and process personal data solely for legitimate business purposes and only to the extent necessary to provide our services. The types of personal data we may collect include, but are not limited to, names, contact details, and any information required for the fulfilment of our contractual obligations.

3. Legal Basis for Processing

Personal data is processed on lawful grounds as set out by the GDPR, including the necessity for contract performance, compliance with legal obligations, and where necessary for our legitimate interests, provided such interests are not overridden by the rights and freedoms of data subjects.

4. Data Security

We implement appropriate technical and organisational measures to safeguard personal data against unauthorised access, alteration, disclosure, or destruction. Regular reviews and risk assessments are conducted to ensure the ongoing security of data.

5. Data Subject Rights

Clients and data subjects have the right to access, rectify, erase, or restrict the processing of their personal data. Requests to exercise these rights should be directed to **Tj's TaskHouse** using the contact details provided below. We will respond to all requests in accordance with GDPR requirements.

6. Data Sharing and Transfers

Personal data will not be shared with third parties except where necessary for service provision, legal compliance, or with the explicit consent of the data subject. Where data is transferred outside the European Economic Area (EEA), adequate safeguards will be implemented to ensure its protection.

7. Data Retention

Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected and in line with legal and regulatory requirements. Upon expiry of retention periods, personal data will be securely deleted or anonymised.

8. Contact Information

For any questions regarding this policy or the processing of personal data, please contact tracy@tjtaskhouse.co.uk

9. Policy Review

This policy is reviewed regularly and updated as necessary to reflect changes in legislation or our business practices. Clients will be notified of any significant changes.