



## **GDPR (General Data Protection Regulations) 2018**

### **Data Protection Policy**

This document explains your rights, as a customer of BSL Go!, under the Data Protection Act 1998 and GDPR 2018.

It explains why we require some personal information and what you can expect from us in terms of our Data Protection responsibilities.

### **Data Protection Statement**

BSL Go! is fully committed to the above cited acts. The following principles will apply when we handle your personal information:

- Your/ your client's personal information is only processed with your knowledge
- Only information that is actually required in order to be able to provide the service is requested.
- Your personal information is only seen by myself in order to be able to my job.
- This information will be securely stored
- Personal information will be destroyed upon completion of the assignment.
- Your information is protected from accidental or unauthorised disclosure.
- We will provide you with a copy of your personal information on request.
- Inaccurate or misleading information will be corrected as soon as possible.
- These principles apply whether I hold your information on paper or in electronic form.

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