

### **Data Protection Statement**

Alba Partners Limited takes your privacy seriously and will only use your personal information to administer your account and to provide you with our business services under our Privacy Policy.

### **Our Commitment to GDPR**

All Alba Partners employees and contractors adhere to the General Data Protection Regulation (GDPR) and are aware of their personal responsibilities about the way they process customer data. All Alba Partners employees are provided with GDPR training during their induction and are contractually obliged to operate under our GDPR policy at all times.

### **Right to be Forgotten**

Alba Partners has a right to be forgotten process. If you would like your data to be erased from our system, please let us know at [info@albapartners.co.uk](mailto:info@albapartners.co.uk). You may also view our [Privacy Policy](#) which informs people of what we do with their personal data.

### **Data Processing Principles**

When processing data, we adhere to the following primary principles:

- Data is obtained and used for our specific business purpose.
- Data is kept on file for a reasonable duration of time to allow for career progression and review.
- Data is not kept for longer than necessary.
- Processing is lawful, fair and transparent.
- Data is kept in a central CRM system which is password protected, safe and secure.
- We follow a strict disciplinary process for any negligence or GDPR breach.
- We use clients and suppliers who have GDPR policies in place and to our own high standards.
- Customer data can be erased entirely upon request.
- All data processing is satisfactory to the GDPR through tried and tested measures.
- All data processing within the business is overseen by a Data Protection Officer.

### **Contact Our Data Protection Officer**

Our Data Protection Officer (DPO) is Lesley Banks. If you have any queries regarding your data, please let us know by emailing us at [info@albapartners.co.uk](mailto:info@albapartners.co.uk) where you can raise your concerns in a way that will be managed by our DPO.

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