



GDPR Compliance Statement

Our Data Protection Officer is Mark Ayling (ayling@completecoffee.com)

Our staff have been trained and are familiar with GDPR and their personal responsibilities. You are welcome to see our policy. Please request via our **contact us** page.

We monitor for changes in legislation and can adapt to any changes as they arise.

We have a **right to erasure** process. If you wish to be erased, please contact us via the compliance section of the contact us page.

No personal data is shared with anyone outside our organisation or transferred outside of the EU

When processing data we undertake the following:

- The processing is lawful, fair and transparent
- Transparent about what the data is being used for
- Data is collected for a specific purpose
- The data is necessary for the purpose
- The data must be accurate and kept up to date
- Data is not kept for longer than necessary
- The data is kept safe and secure

We do not process sensitive information directly. We may process information on behalf of a client if they ask. This would be subject to strict privacy controls. For our policy on this, please contact the Data Protection Officer.

All storage is secure, and our suppliers have GDPR procedures in place.

We have a notification process in place for any breach