



JBHD Ltd Data Protection Policy

1. Introduction

JBHD Ltd is committed to protecting the privacy and security of personal data. This Data Protection Policy outlines our approach to data protection and privacy to ensure we comply with the General Data Protection Regulation (GDPR) and the Information Commissioner's Office (ICO) regulations.

2. Scope

This policy applies to all employees, contractors, and third parties who have access to data processed by JBHD Ltd.

3. Data Protection Principles

JBHD Ltd adheres to the following principles regarding data protection:

- Lawfulness, Fairness, and Transparency: Personal data will be processed lawfully, fairly, and in a transparent manner.
- Purpose Limitation: Data will be collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Data Minimisation: We shall ensure that personal data is adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
- Accuracy: Personal data will be accurate and, where necessary, kept up to date.
- Storage Limitation: Personal data will be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Integrity and Confidentiality: Personal data will be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

4. Rights of the Data Subject

Individuals have the right to access their personal data, rectify inaccuracies, request data to be erased or to erase their data, restrict processing, data portability, object to processing, and rights in relation to automated decision making and profiling. Requests to exercise these rights should be directed to the Data Protection Officer (DPO).

5. Data Protection Officer (DPO)

JBHD Ltd has appointed a Data Protection Officer to oversee compliance with this policy and data protection laws. Contact details of the DPO are as follows:



Dr James Brown, jbhdLtd@gmail.com

6. Lawful Basis for Processing

JBHD Ltd will process personal data on lawful bases, including consent, contract, legal obligation, vital interests, public task, or legitimate interests.

7. Data Security

JBHD Ltd will implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, including safeguarding against unauthorised or unlawful processing, accidental loss, destruction, or damage.

8. Data Breach Notification

In the event of a data breach, JBHD Ltd will promptly notify the ICO and affected data subjects, where legally required to do so.

9. Training and Awareness

All employees will receive training on data protection principles, this policy, and their roles and responsibilities. Regular updates and refresher training will be provided as necessary.

10. Policy Review and Updates

This policy will be reviewed annually or in response to significant changes to data protection laws or practices. Any amendments will be communicated to all relevant parties.

Approved by: Dr James Brown

Date: 31/08/2023

Review date: 01/09/2024.