

Data Protection (GDPR Compliance)

1. Introduction

This document outlines SelectUs Total's commitment to complying with the General Data Protection Regulation (GDPR) and other relevant data protection laws. The GDPR is a comprehensive regulation aimed at protecting individuals' privacy and ensuring the responsible handling of personal data. This policy defines the principles, rights, and measures that apply to all data processing activities carried out by SelectUs Total.

2. Purpose

The purpose of this document is to ensure that all personal data collected, processed, stored, and shared by SelectUs Total complies with the GDPR's requirements. This includes data collection for business operations, customer service, marketing, and any other activities involving the processing of personal data.

3. Scope

This policy applies to:

- All personal data collected from individuals within the European Economic Area (EEA).
- All employees, contractors, and third-party vendors handling personal data on behalf of SelectUs Total.

4. Key Definitions

- **Personal Data:** Any information that relates to an identified or identifiable natural person (e.g., name, contact details, identification numbers).
- **Processing:** Any operation or set of operations performed on personal data, such as collection, storage, use, disclosure, or destruction.
- **Data Subject:** The individual to whom personal data pertains.
- **Data Controller:** The entity (in this case, SelectUs Total) that determines the purposes and means of processing personal data.
- **Data Processor:** A third-party entity that processes personal data on behalf of the data controller.
- **Consent:** The data subject's informed and explicit agreement to the processing of their personal data.

5. Principles of Data Protection

SelectUs Total commits to the following principles when processing personal data:

1. **Lawfulness, Fairness, and Transparency:** Personal data will be processed lawfully, fairly, and transparently, with the individual's knowledge and consent when necessary.

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2. **Purpose Limitation:** Personal data will only be collected for specified, legitimate purposes and will not be processed further in a manner incompatible with those purposes.
3. **Data Minimization:** Only personal data that is necessary for the intended purpose will be collected.
4. **Accuracy:** Personal data will be kept accurate and, where necessary, up to date.
5. **Storage Limitation:** Personal data will not be stored longer than necessary for the purpose for which it was collected.
6. **Integrity and Confidentiality:** Personal data will be processed securely to ensure its confidentiality and integrity.
7. **Accountability:** SelectUs Total will be accountable for ensuring compliance with the principles outlined above.

6. Data Subject Rights

Under the GDPR, data subjects have the following rights:

1. **Right to Access:** Data subjects can request access to their personal data.
2. **Right to Rectification:** Data subjects can request correction of inaccurate or incomplete personal data.
3. **Right to Erasure (Right to be Forgotten):** Data subjects can request the deletion of their personal data when it is no longer necessary or when they withdraw their consent.
4. **Right to Restriction of Processing:** Data subjects can request a restriction on the processing of their data under certain circumstances.
5. **Right to Data Portability:** Data subjects can request to transfer their personal data to another service provider.
6. **Right to Object:** Data subjects can object to processing based on legitimate interests or for direct marketing purposes.
7. **Rights Related to Automated Decision-Making and Profiling:** Data subjects can request to not be subject to decisions made solely on automated processing.

Requests to exercise these rights should be directed to careers@selectustotal.com. SelectUs Total will respond in a timely manner and within the stipulated time frame of one month.

7. Lawful Bases for Processing Personal Data

SelectUs Total processes personal data on the following lawful bases:

1. **Consent:** The data subject has provided explicit consent for the processing of their data.
2. **Contractual Necessity:** Processing is necessary for the performance of a contract with the data subject.

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3. **Legal Obligation:** Processing is necessary for compliance with a legal obligation.
4. **Legitimate Interests:** Processing is necessary for the legitimate interests pursued by SelectUs Total, provided that these interests are not overridden by the rights and freedoms of the data subject.
5. **Vital Interests:** Processing is necessary to protect the vital interests of the data subject or another person.
6. **Public Task:** Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

8. Data Security Measures

SelectUs Total has implemented appropriate technical and organizational measures to ensure the security of personal data, including:

1. **Encryption:** Personal data will be encrypted during transmission and at rest.
2. **Access Controls:** Personal data will only be accessible to authorized personnel who require access for legitimate business purposes.
3. **Data Backup:** Regular backups of personal data will be performed to protect against data loss.
4. **Incident Response:** A protocol is in place to detect, respond to, and report data breaches. In case of a data breach, SelectUs Total will notify the relevant supervisory authority and affected data subjects in accordance with GDPR requirements.
5. **Employee Training:** All employees will be trained on GDPR requirements and data protection practices to ensure compliance.

9. Data Retention

Personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law. Once the retention period expires, the data will be securely deleted or anonymized.

10. Data Transfers

If personal data is transferred outside the European Economic Area (EEA), SelectUs Total will ensure that adequate safeguards are in place to protect the data, including the use of Standard Contractual Clauses (SCCs) or other mechanisms approved by the European Commission.

11. Third-Party Processors

SelectUs Total may engage third-party data processors to process personal data on its behalf. All third-party processors are required to enter into data processing agreements that ensure compliance with GDPR.

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12. Changes to This Policy

SelectUs Total reserves the right to update or amend this policy as necessary to comply with legal requirements or changes in business practices. Any changes will be communicated to relevant parties.

13. Contact Information

For any questions regarding this Data Protection Policy or to exercise your rights under GDPR, please contact:

Data Protection Officer (DPO):

Mike Kemp

Mike@selectustotal.com

07725 962 624

Address: SelectUs Total, Metropolitan, Aldenham Rd, Bushey WD23 2TR

Signed:

Mike Kemp

Partner

SelectUs Total

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