



Data Processed by C & K Cleaning.

C&K Commercial Services Ltd holds and processes information about its employees, customers, and suppliers who are defined as “data subjects” under the Data Protection Act. C&K Commercial Services Ltd finds it necessary to process personal data for a variety of reasons from administering the admissions process and operating payroll, to contacting customers and suppliers as necessary.

Compliance with Data Protection Act 1998

C&K Commercial Services Ltd takes the protection of all personal data extremely seriously and is committed to a policy of protecting the rights and freedoms of all individuals in relation to the processing of their personal data in compliance with Data Protection legislation.

C&K Commercial Services Ltd has nominated a Data Protection Officer who is responsible for notifying the Information Commissioner, responding to individual requests for access to personal data and framing guidelines and procedures with the aim of ensuring that all personal data processing by C & K Cleaning complies with the Data Protection Act 1998.

Responsibility of Data Users

Staff of C&K Commercial Services Ltd who are in any way involved with the processing of personal data (see below for definition), are referred to in this policy as “Data Users”. Data Users must ensure that any processing of personal data by them, complies fully with the “C&K Commercial Services Data Protection Rules” which include the following:

- The Data Protection Act 1998
- This Data Protection Policy
- Any additional procedures or guidelines relating to Data Protection matter which may be issued by C & K Cleaning from time to time

All Data Users are required to familiarise themselves with the Guidelines.

Processing of personal data includes every form of action in relation to that data including: obtaining, recording, holding, using in any way, disclosure, erasure and destruction.

All Data Users are warned that, any breach of the Data Protection Act or C&K Commercial Services Data Protection Rules will be viewed very seriously and may result in legal proceedings being taken against C&K Commercial Services and disciplinary action being taken against the individuals concerned.

Prohibited Activities

No Data User may at any time, without the prior written authorisation of the Data Protection Officer:

- Adapt a system already in place for processing personal data, to enable it to process data for a different purpose, or in any way use data obtained for one purpose for a supplemental purpose.
- Disclose to any third party outside of C&K Commercial Services personal data relating to an individual without the individual's express consent.

Signed by Data Protection Officer: Priscilla Bennett

Date: 18/03/21