

FUTURFORM

GDPR Compliance Statement

1. Purpose

Futurform Limited is committed to protecting the privacy and security of personal data. We comply with the requirements of the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. Our Commitments

We will:

- Collect and process personal data lawfully, fairly, and transparently.
- Use personal data only for specified, legitimate business purposes.
- Ensure data is relevant, accurate, and kept up to date.
- Store data securely and protect it against unauthorised or unlawful access, loss, or damage.
- Retain personal data only for as long as necessary to meet legal and business requirements.
- Respect the rights of individuals, including the right to access, correct, or request deletion of their data.
- Report and manage personal data breaches in line with legal obligations.

3. Responsibility

Senior management is responsible for overseeing compliance with data protection laws. All employees handling personal data must follow this statement and related procedures. Suppliers and contractors processing personal data on behalf of Futurform Limited must adhere to equivalent data protection standards.

4. Communication

This statement will be:

- Communicated to all employees.
- Made available to customers, suppliers, and stakeholders via our website.
- Reviewed annually and updated where necessary.

Approved by:

Futurform Limited
August 2025