

## Data Protection Statement

RDM Test Equipment is committed to data protection and data privacy. With the General Data Protection Regulation (GDPR) now enforceable, we have reviewed the way we handle data and the way in which we use it to provide our services.

We follow the data Protection Act at all times when asking for or handling your information and the following rules apply:

Our data will be:

- Accurate and kept up-to-date
- Processed only for the purpose(s) for which it was collected
- Collected fairly and for lawful purposes only
- Processed by the company within its legal and moral boundaries
- Adequate, relevant and not excessive
- Kept secure against unauthorized access and loss or damage

Our data will not be:

- Communicated informally
- Kept longer than necessary
- Transferred to organizations, states or countries that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to ways of handling the data the company has direct obligations towards people to whom the data belongs. Specifically, we must:

- Let people know which of their data is collected
- Inform people about how we'll process their data
- Inform people about who has access to their information
- Have provisions in cases of lost, corrupted or compromised data
- Allow people to request that we modify, erase, reduce or correct data contained in our databases

To exercise data protection, we're committed to:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Train employees in online privacy and security measures
- Build secure networks to protect online data
- Establish clear procedures for reporting privacy breaches or data misuse



- Include contract clauses or communicate statements on how we handle data
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)
- Confirm data retention periods meet contractual, legal and organization requirements

Here at RDM Test Equipment we are fully committed to the principles of data protection and to safeguarding our data and that of our clients. We have a designated Data Protection Officer who oversees our information governance practices to ensure we continue to manage personal data in the way our clients expect.

For any questions, please contact our Data Protection Officer:

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