



GDPR & Data Protection policy

Our Commitment

Dugdale Cleaning Ltd (trading as QCleaning Stockport) complies by the Data Protection Act 1998 and the General Data Protection Regulation law that came into effect in May 2018 in that we are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. We have a robust and effective data protection program in place which complies with existing law and abides by the data protection principles ensuring we follow our obligations to meet the demands of the GDPR and the UK's Data Protection Bill.

Dugdale Cleaning Ltd are dedicated to safeguarding the personal information under our remit and in developing a data protection regime that is effective, fit for purpose and demonstrates an understanding of, and appreciation for the new Regulation to ensure maximum and on-going compliance to the legislation.

Obtaining Consent

We will always ensure that individuals understand what they are providing, why and how we use it and giving clear, defined ways to consent to us processing their information. We have developed stringent processes for recording consent on our **customer database** making sure that we can evidence an affirmative opt-in, along with time and date records; and an easy to see and access way to withdraw consent at any time.

Data Subject Rights

In addition to the policies and procedures mentioned above that ensure individuals can enforce their data protection rights, we provide easy to access information via on request of an individual's right to access any personal information that Dugdale Cleaning Ltd processes about them and to request information about: -



We will always make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage