



RFC Recruitment Solutions Ltd

GDPR – General Policy Statement

RFC Recruitment Solutions Ltd. is committed to ensuring the information security and data protection of all of its employees and customers, and others who may be affected by its activities.

In particular RFC Recruitment Solutions Ltd will ensure:

1. That it provides and maintains a GDPR compliant working environment as;
 - A data controller
 - A data processor charged with the responsibility of Keeping correct data for relevant period of time correctly destroying and removing its employees and clients sensitive data held physically and electronically e.g. On paper, hard disk drives, cloud services etc.
2. It incorporates information security and data protection considerations into all aspects of the business
3. Appoints a Data Protection Officer in line with ICO guidelines.
4. That employees are provided with sufficient information, instruction and training to enable them to carry out their jobs without risks to information security and data protection.
5. That employee's information security and data protection information responsibilities are clearly understood.
6. That any relevant information security and data protection information will be communicated to staff
7. That good information security and data protection standards are maintained, using industry/ICO guidance wherever possible.
8. That it will periodically check that good information security and data protection is in place.
9. That it will periodically audit and review its information Security Management System.

Signed _____

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Position: Managing Director

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