

Data Protection Policy

L2 Business Consulting Limited (L2) is fully committed to full compliance with the requirements of the General Data Protection Regulation (GDPR) implemented by the Data Protection Act 2018. All data users have responsibility to following the data protection users to ensure that 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*

L2 will comply with the requirements of the regulations to ensure that all employees and other agents of the company (the data users) who have access to any personal data held by or on behalf of L2 are fully aware of and abide by their duties under the regulations.

L2 regards the lawful and appropriate treatment of personal information as especially important to its successful operations and essential to maintaining confidence between the company, its customers, regulators, and other stakeholders.

L2 collects data about people who we work with (such as Customers, Suppliers and Trade Bodies), people who regulate our activities (such as the Government and Regulators) and people who contact our business for other purposes (such as Prospective Employees and the Public). In addition, the company may be required by law to collect and use information to comply with a legal requirement. This personal information must be handled and dealt with properly however it is collected, recorded, and used and whether it is on paper, in electronic form or recorded by other means.

We will through use of appropriate controls, monitoring and review:

- *Strive to collect and process only the data or information which is needed*
- *Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted*
- *Strive to ensure information we hold is accurate*
- *Not keep information for longer than is necessary*
- *Securely destroy data which is no longer needed*
- *Take appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data)*
- *Ensure that information is not transferred abroad without suitable safeguards*
- *Ensure that there is general information made available to employees of their rights to access information*

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- *Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation.*

Due to the nature of our business, there should be no need for L2 to pass any personal information on to any third party unless we are legally obliged to do so.

L2 may collect some limited personal data from you directly for example from our website when people request information on our activities or services, request to be kept notified of our activities or by emailing/writing to us asking for information on our activities or services. This data will typically include name, organisation, job title, telephone number, email details and address. This data is typically used to allow us to contact you to respond to your enquiries.

If you are a Customer or Supplier, we will hold information to allow us to continue our business relationship, notify you of company news and carry out our contractual obligations with you including organisation name, address, telephone numbers, email addresses, employee names and job titles, bank details, organizational structures, financial trading history, contract history and quality/safety/environmental/security requirements and performance.

We may also store personal information from third party providers when you sign-up or enquire about our services on social media platforms such as LinkedIn, Facebook, or Twitter and/or via trade bodies. We may receive data about you from publicly and commercially available sources as permitted by law. The information security of this personal data is maintained within the L2 management system in accordance with the requirements of BS ISO/IEC 27001:2022 Information security, cybersecurity and privacy protection. Information security management systems. Requirements.

Our website uses anonymous tracking software (specifically Google Analytics) to gather anonymous data (i.e., non-identifiable) of how people are using our website and provide us with visitor statistics, details of page views etc.

You have the right to request a copy of the personal information we hold about you, to request that we correct any inaccuracies or to stop us processing your personal data at any time.



MARK LYONS
MANAGING DIRECTOR

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