



## GDPR COMPANY STATEMENT

The new EU General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) comes into force on 25 May 2018 (including in the UK regardless of its decision to leave the EU) and will impact every organisation which holds or processes personal data.

It is a privacy and data protection regulation in the European Union (EU) and requires no enabling legislation so automatically becomes binding and applicable on that date.

The regulations control the use of "personal data". This means data which relate to a living individual who can be identified from the data. It gives people greater control over their information, including the ability to withdraw consent for its use and to request access to it.

DM Foundries Limited is an entity identified as a **Data Controller** and this document explains how we intend to comply with the regulations.

### The Regulation

The GDPR imposes new obligations and responsibilities on organisations that control or process relevant personal data including the need to demonstrate compliance. It also introduces new rights and protections for EU data subjects and imposes more stringent enforcement and substantially increased penalties than the current Data Protection Act (DPA) which it will supersede.

### DM Foundries Compliance

DM Foundries Ltd as a Data Controller takes the privacy of our Employees and Customers very seriously and is committed to high standards of data privacy, security and transparency.

DM Foundries have conducted an internal audit of Data we process under the GDPR, as per the guidance provided by the UK's governing body - The Information Commissioner's Office (ICO) including ensuring that we meet the GDPR principles.

### Our GDPR Principles are that Personal Data:

- is processed lawfully and fairly
- is collected for specified and intended purposes
- is adequate, relevant and not excessive
- is accurate and, where necessary, kept up to date



# D.M. Foundries LTD

(Incorporating Carter Castings (1974) Ltd and Alegrey Ltd)



Stafford Mill, London Road, Thrupp, Stroud, Gloucestershire GL5 2AZ.

Telephone: (01453) 763325 / 758272 Fax: (01453) 753253

- is not kept for longer than is necessary
- is processed in accordance with an individual's consent and rights
- is kept secure
- is not transferred to countries outside of the European Economic Area ('EEA') without adequate protection

DM Foundries are engaged in introducing any and all changes needed by updating our systems and implementing any necessary alterations including grounds for processing data, data retention and updated security of data.

## Information DM Foundries collect

- We collect the name and contact details of a person chosen by the Customer as a point of contact for our dealings with the Customer.
- We collect sensitive personal data of our Employees and Job Applicants in the course of their Employment and/or potential employment. These will be normally supplied under the terms of the Contract of Employment, although this does not preclude the individual exercising their rights under the regulations.

## How DM Foundries process the information

- For administrative and business purposes, for example to contact you, process orders, arrange appointments, and to improve our business and website.
- A contact name may be included in the advice notes, invoices or certificates of conformity we provide as part of our service. These are supplied to the customer and a copy may be stored in our customer database and as a hard copy in a lockable filing cabinet.
- To inform you of important and material events which directly affect our contract with you as our customer. This may include but are not limited to changes of our contact details or non-payment of invoices. Communications such as this are an essential part of our provision of services.
- We do not send marketing literature or information but we do send updates regarding our shutdown periods, unless you have opted out of such communications. You can do this by completing the form on our website <http://www.dmfoundries.co.uk/data-protection-privacy/4587010519> or emailing us at any time.

## Retention of Information

- We store information for no longer than is needed to fulfil our legitimate business needs and discharge any legal obligations we may have.

## Transfer of Information

- The majority of the data used by DM Foundries is stored and processed in the EU. We do however use cloud storage servers which may physically be outside the EU.



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- We have ensured that our cloud storage is in compliance with the new Regulation. All files are encrypted and kept in secure storage servers which are recognised to be in compliance with ISO 27018—the internationally recognised standard for leading practices in cloud privacy and data protection.
- We only disclose information to third parties to the extent necessary to run our business, to our service providers, to fulfil any contracts we enter into with you, and where required by law or to enforce our legal rights.
- We will never sell information to third parties other than in the course of the sale or transfer of the business.

To ensure that DM Foundries are compliant with the GDPR as a data controller (and where relevant processor of data) we have contacted our third party data processors to request details of their own processes to ensure that they are also compliant with the above principles.

## Rights in relation to personal information

- A person has the rights under the Regulation to access their information and to receive information about its use. If you would like a copy of the information we have, please contact us at any time.
- We do require at least one point of contact with every customer, (although this may be a generic entity such as 'Managing Director') a contact telephone number and email address.

***Should you have any questions regarding GDPR please contact us on 01453 763325 or email [info@dmfoundries.plus.com](mailto:info@dmfoundries.plus.com)***