

## General Data Protection Regulations (GDPR)

DBS are a data controller for the purposes of the GDPR and are registered with the Information Commissioner. We can be contacted by post at C/o the Head of Compliance, David Brown Santasalo, Park Works, Park Road, Huddersfield, HD4 5DD, West Yorkshire, England or by email (For the Attention of the Head of Compliance) at: [compliance@dbsantasalo.com](mailto:compliance@dbsantasalo.com).

We regard the lawful and correct treatment of personal data as crucial to the delivery of the highest quality of service and recognise that everyone has rights in relation to how their personal data is handled.

DBS will: -

- always comply with the General Data Protection Regulation (“the GDPR”);
- ensure staff and other individuals are fully aware of both their rights and obligations under the GDPR;
- implement adequate and appropriate physical and technical security measures and organisational measures to ensure the security of all information contained in or handled by DBS including all computer systems and manual or paper systems managed by DBS or by other parties on their behalf; and
- publish our Protection of Third Party Data policy on our web-site.

Complaints, concerns or questions about our data protection policy or our handling of your data should be made to the Head of Compliance by email ([compliance@dbsantasalo.com](mailto:compliance@dbsantasalo.com)). However, all individuals have the right to lodge a complaint with the Information Commissioner’s Office whose contact details are as follows:

### Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 or 01625 545745

Website: <https://ico.org.uk/concerns>