

**THIS IS A STATEMENT OF THE PRIVACY NOTICE OF  
I J BEIM & ASSOCIATES LIMITED**

I J Beim & Associates Limited needs to collect and use certain types of information about people with whom it deals in order to operate. These include current, past and prospective employees, suppliers, clients/customers, subjects of cases handled, and others with whom it communicates. In addition, it may occasionally be required by law to collect and use certain types of information of this kind to comply with the requirements of government departments.

This personal information must be dealt with properly, however it is collected, recorded and used –whether on paper, in a computer, or recorded on other material – and there are safeguards to ensure this in the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA).

We regard the lawful and correct treatment of personal information by I J Beim & Associates Limited as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal information lawfully and fairly.

To this end we fully endorse and adhere to the Principles of Data Protection, as enumerated in the GDPR and DPA.

Specifically, the Principles require that personal data shall be;

1. processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency');
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1) GDPR, not be considered to be incompatible with the initial purposes ('purpose limitation');
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) GDPR subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation');

6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

Therefore, I J Beim & Associates Limited will, through appropriate management, strict application of criteria and controls:

- Observe fully, conditions regarding the fair collection and use of information;
- Meet its legal obligations to specify the purposes for which information is used;
- Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality of information used;
- Apply strict checks to determine the length of time information is held;
- Ensure that the rights of people about whom information is held, are able to be fully exercised under GDPR and DPA. These include: the right to be informed that processing is being undertaken; the right of access to one's personal information: the right to prevent processing in certain circumstances; the right to correct, rectify, block or erase information which is regarded as incorrect.

In addition, I J Beim & Associates Limited will ensure that:

- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- Everyone managing and handling personal information is appropriately trained to do so;
- Everyone managing and handling personal information is appropriately supervised;
- Queries about handling personal information are promptly and courteously dealt with;
- Methods of handling personal information are clearly described;
- A regular review and audit is made of the way personal information is managed;
- Methods of handling personal information are regularly assessed and evaluated;
- Performance with handling personal information is regularly assessed and evaluated.

To this end we fully endorse and adhere to the Principles of Data Protection, as enumerated in the GDPR and DPA.

Authorised by 

Ian J Beim  
Managing Director.

Date 25<sup>th</sup> May 2018