



## **Data Protection (GDPR) Policy**

**Incrementum Business Consultancy Ltd**

### **1. Purpose**

This policy sets out how Incrementum manages personal data in compliance with the UK GDPR and the Data Protection Act 2018.

### **2. Scope**

This policy applies to all personal data processed by Incrementum, including client, supplier and stakeholder information.

### **3. Data Protection Principles**

Incrementum adheres to the following principles:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality

### **4. Lawful Basis for Processing**

We process personal data where there is a lawful basis, including:

- Contractual necessity
- Legitimate interests
- Legal obligations

### **5. Data Security**

We implement appropriate measures to protect personal data, including:

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- Secure digital storage
- Controlled access to information
- Use of password protection and secure systems

## **6. Data Retention**

Personal data is retained only for as long as necessary for business or legal purposes and is securely deleted thereafter.

## **7. Data Sharing**

We do not share personal data with third parties unless:

- Required for legitimate business purposes
- Required by law
- Subject to appropriate safeguards

## **8. Data Subject Rights**

Individuals have rights including:

- Access to their data
- Correction of inaccurate data
- Erasure (where applicable)
- Restriction or objection to processing

Requests will be handled promptly and in accordance with legal requirements.

## **9. Data Breaches**

Any data breach will be:

- Assessed promptly
- Reported where required
- Managed to minimise impact

## **10. Accountability**

Incrementum takes responsibility for compliance with data protection requirements and will review this policy periodically.

Derek Brown  
Managing Director  
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