



Privacy Policy and Personal Information Promise

2021-22 V3

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1.0 Introduction

gbpartnerships group Privacy policy establishes proper information governance to ensure there are safeguards for the data the Company holds on its tenants and it is used appropriately

2.0 Personal Data

Personal data, as defined by the General Data Protection Act 2018, means any information which can be used to identify an individual, for example names, addresses, and/or date of birth. This is personal data.

Who the information will be shared with, making clear it will not be used for marketing purposes.

3.0 Personal Information Promise

gbpartnerships group has signed up to the Personal Information Promise to demonstrate our commitment to data protection.

4.0 Committed to Data Protection

gbpartnerships group Privacy Policy covers the following:

- Details of information held and how this is collected
- The purpose for which this information is collected and held
- How long the information will be retained for
- Who the information will be shared with, making clear it will not be used for marketing purposes

5.0 Improving Compliance

The aim is to improve compliance with the General Data Protection Act 2018, and strengthen public trust and confidence in those who are entrusted with their personal information.

The company has formally adopted this Promise which lists a number of key commitments the Company makes to protect personal information.

Personal Information Promise

We at **gbpartnerships** group promise that we will:

1. Value the personal information entrusted to us and make sure we respect that trust
2. Go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards
3. Consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems
4. Be open with individuals about how we use their information and who we give it to
5. Make it easy for individuals to access and correct their personal information
6. Keep personal information to the minimum necessary and delete it when we no longer need it
7. Have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands
8. Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly
9. Put appropriate financial and human resources into looking after personal information to make sure we can live up to our promises
10. Regularly check that we are living up to our promises and report on how we are doing

Signed:



Date:



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