



DGA UK LTD - PRIVACY NOTICE

OUR PRIVACY POLICY

DGA (UK) Ltd is committed to respecting your privacy and the privacy of everyone we hold data on as part of our business processes. The information we collect about you will be used to fulfil the required services and enable us to improve how, as an organisation, we deal with you. We are registered with the Information Commissioner's Office and our registration number is Z1420304.

Should you have a question about the data we store, our contact details are:

Rachel Cook
DGA (UK) Ltd
Vinters Business Park
New Cut Road
Maidstone
Kent
ME14 5NZ
E-mail: rachel.cook@dga-group.com
Tel: +44(0)1622 673021

The information that we collect about you will only be used lawfully (in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018). All data is retained exclusively within the United Kingdom, or transferred only to 'third countries' where 'adequacy of protection' or specific certification as defined by The GDPR has been confirmed.

This information will not be disclosed to anyone outside DGA (UK) Ltd or its associated companies, partners, and other companies with which DGA(UK) Ltd has arranged services for your benefit.

We expect the information we hold to be accurate and up to date. You have the right as an individual to find out what information we hold about you and make changes if necessary; you also have the right, assuming we are not obligated by law to refuse, to ask us to stop using the information. To have your information removed or rectified, please contact rachel.cook@dga-group.com.

The type of information that we will collect on you, includes:

- * Your name
- * Employer
- * Your job title
- * Business Address
- * Telephone number(s)
- * Email address

You are under no statutory or contractual requirement or obligation to provide us with your personal information; however, we require at least the information above in order for us to deal with you as a client (or prospective client) contact in an efficient and effective manner.

The lawful basis for processing your data is based on our legitimate interest to keep you informed regarding the services we provide. We will not store, process or transfer your data outside the parties detailed above unless we have an appropriate lawful reason to do so. Unless we are precluded from doing so by law, you



have the right to remove your consent at any time by contacting us and requesting that processing of your details be restricted or deleted.

PROTECTION OF PERSONAL INFORMATION

DGA (UK) Ltd takes precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction.

DGA (UK) Ltd uses industry-standard efforts to safeguard the confidentiality of Data, including encryption, firewalls and SSL (Secure Sockets Layer). We have implemented reasonable administrative, technical, and physical security controls to protect against the loss, misuse, or alteration of your Data.

If you have a concern about how we handle your data, or you would like to lodge a complaint, you may do so by contacting [The Information Commissioners Office](#).

May 2018