



# GDPR & Data Protection Policy

## 2026–2027

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Ellison Events Ltd

### **Policy Statement**

Ellison EventsLtd is committed to complying with UK GDPR, the Data Protection Act 2018 and protecting all personal data processed by the company.

### **Scope**

Applies to all employees, workers, subcontractors, consultants and third parties processing personal data on behalf of the company.

### **Data Protection Principles**

Personal data will be processed lawfully, fairly, transparently, accurately, securely and only for legitimate purposes.

### **Personal Data**

The company may process employee, customer, supplier, subcontractor, visitor, training, payroll, pension, CCTV, vehicle and health and safety records.

### **Information Security**

Appropriate technical and organisational controls are maintained including access controls, password protection, anti-malware, backups and staff training.

### **Third Parties**

Data may be shared with insurers, payroll providers, pension providers, auditors, clients, regulators and professional advisers where necessary.

## **International Transfers**

Where personal data is transferred outside the UK, appropriate safeguards will be implemented in accordance with UK GDPR.

## **Individual Rights**

Individuals have rights of access, rectification, erasure, restriction, objection and complaint to the ICO.

## **Responsibilities**

Matthew Ellison, Director, acts as Data Protection Lead and oversees compliance.

## **Review**

This policy shall be reviewed annually.

## **Approval**

Matthew Ellison – Director

Issue Date: 7<sup>th</sup> June 2026

Review Date: 7<sup>th</sup> June 2027

A handwritten signature in black ink, appearing to read 'M Ellison', with a long horizontal flourish extending to the right.