

KOOGEN LIMITED GDPR POLICY STATEMENT

With regards to Data protection and GDPR in the workplace, Koogen Limited store business address, email addresses and business phone numbers of its clients. We also store project documentation for future reference should it become necessary. Business contact details stored is only used as a means of communication between us and the clients whilst undertaking a project to either ask or answer queries; generally, discuss the project with the client; or issue bills and copies of our take-off on completion. No information is passed onto any third party.

All employees have been educated on data protection policy and are regularly reminded of this policy. No employee has the authority to use any documentation provided by clients except for preparing bill of quantities. Upon termination of employment, all access to our data is immediately cancelled.

All computers are virus protected. Each computer is individually password protected and goes into a sleep mode after five minutes of inactivity. Once a computer or Laptop owned by Koogen Limited is broken and can no longer be used, the device is re-set to factory settings or completely destroyed.

Our premises is locked up at night and only accessible by staff.

If a breach is identified as being reportable, Ms. Helena Genfi is responsible for informing and documenting the affected client(s) and informing the ICO within 72 hours as required.