



## **ASNU CORPORATION EUROPE LIMITED GDPR POLICY**

ASNU Corporation Europe Limited complies with the Data Protection Act 1988 (DPA) and its successor the General Data Protection Regulation (GDPR) from 25th May 2018 which regulates how companies hold and store information that we keep.

### Aims of the policy

To inform clients of the lawful purpose under which ASNU asks for and holds the data that you provide.  
To provide information about the processing of your data together with your rights in relation to that data.

### Who does the policy apply to?

All ASNU clients

### Lawful Basis for holding the data

The information will be held and used under the auspices of contractual necessity (e.g. for the completion of invoices)

### Type of information that we keep

All contact details

Financial transactions

### Right to object

Clients have the right to object to the processing of their data based on legitimate interests.

### Right to rectification

Clients have the right to have inaccurate personal data corrected without undue delay.

### Right to complain

Clients have a right of complaint to ASNU's Managing Director.

### Who has access to clients data?

All office staff

### General description of data security

Password protection on computer access.

Password protection on software access.

Local server back up to disc. Off- site back up to cloud Network protection through deployment of security software.

### When are staff trained on GDPR?

Induction training for GDPR delivered to all office staff May 2018.

New staff receive briefing as part of induction training when they join.

### Who is the data owner?

Managing Director ASNU.

### How long do we hold data?

Data is transferred to dormant file on resignation.

Data is retained in a dormant file for 6 years. HMRC have the right to access of data.