



# Data Protection Policy

## Introduction

At Mirage and Mole Limited, we are committed to protecting the personal data of our clients, customers, and employees in compliance with the General Data Protection Regulation (GDPR) and other relevant legislation. We recognise the importance of protecting personal data and privacy, and we have developed this data protection policy to ensure that we meet our legal and moral obligations to safeguard personal data.

## Scope

This policy applies to all employees, volunteers, contractors, and other third parties who work with or on behalf of our company. It covers all aspects of our business, including our offices, events, and online platforms.

## Policy Statement

We will:

- Comply with all relevant data protection legislation, including the GDPR
- Implement appropriate technical and organisational measures to protect personal data
- Provide training and support to employees to enable them to fulfill their data protection responsibilities
- Respond promptly and appropriately to any data breaches or data subject rights requests
- Work in partnership with other organisations and agencies to protect personal data

## Responsibilities

All employees are responsible for:

- Being aware of the data protection legislation and company policies
- Handling personal data in accordance with this policy and any related procedures and guidelines
- Reporting any data breaches or data subject rights requests to the designated data protection officer
- Complying with this policy and any related procedures and guidelines

The designated data protection officer is responsible for:

- Coordinating the company's data protection efforts
- Providing advice and guidance to employees on data protection matters
- Ensuring that any data breaches or data subject rights requests are reported and investigated in accordance with relevant legislation



## Safeguarding Policy

- Maintaining records of data breaches and data subject rights requests
- Reviewing and updating this policy and related procedures and guidelines on a regular basis

### Procedures

If an employee becomes aware of a data breach or a data subject rights request, they should report it immediately to the designated data protection officer. The designated data protection officer will then:

- Take steps to contain and mitigate the data breach
- Gather information and evidence
- Report the data breach or data subject rights request to the relevant authorities as appropriate
- Keep the employee informed of the outcome of the investigation
- All employees are required to attend data protection training and must sign and abide by the company's code of conduct.

### Conclusion

At Mirage and Mole Limited, we take our data protection responsibilities seriously and are committed to protecting the personal data of our clients, customers, and employees in compliance with the GDPR and other relevant legislation. We will continue to review and update this policy and related procedures and guidelines to ensure that we meet our legal and moral obligations to safeguard personal data.

Signed by - Lee Moulson (Managing Director):

*Lee Moulson*

Date: 3 January 2023

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