

## GDPR Data Protection Policy Summary

This Summary is set out to give you a brief overview of this policy, please note for further in-depth detail of this policy please read the full policy located on the Hive.

Our Company GDPR Data Protection Policy refers to our commitment to treat and protect personal data of our employees, customers, stakeholders and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights in accordance with all applicable laws and regulations. It outlines the expected behaviour that Secom Plc Employees and Third Parties in relation to the collection, use, retention, transfer, disclosure and destruction of any Personal Data belonging to a Secom Plc for example data subject and handles personal data to make decisions about its use is known as a data controller.

Secom Plc has adopted the 8 GDPR data protection principles to govern its collection, use, retention, transfer, disclosure and destruction of personal data:

*Fair & Lawful, Purpose, Adequacy, Accuracy, Retention, Rights, Security, International.*

Details relating to these key principles are located on the full policy.

As part of Secom Plc operations, it is important that we obtain and process information accurately and securely. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc.

Adequate level of compliance that is being achieved by all Secom Plc, the Data Protection Officer will carry out an annual audits to ensure we are compliant.

For further information regarding this policy please