

DATA PROTECTION POLICY

HUBER Technology is committed to complying with all data protection legislation, including the existing Data Protection Act 1998 and the General Data Protection Regulation (EU) 2016/679, which comes into effect on 25 May 2018 ("**Data Protection Legislation**"). HUBER Technology operates to comply fully with the Data Protection Legislation.

Data Protection Legislation regulates the capture, storage and use of information about individuals, known as "personal data". The principles under the General Data Protection Regulations require that personal data, including that of our employees and third parties, is:

1. Processed lawfully, fairly and in a transparent manner;
2. Collected for specific, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
4. Accurate and, where necessary, kept up to date;
5. Kept for no longer than is necessary for the purposes for which the personal data is processed; and
6. Processed in a manner that ensures appropriate security of the personal data. To achieve compliance, HUBER Technology will ensure that:
 - There is a designated Data Protection Manager in the company who can provide advice and assistance on issues arising under the Data Protection Legislation;
 - Everyone managing and handling personal data understands that they are responsible for following good data protection practice and is appropriately trained;
 - A regular review is made of the way personal data is managed;
 - Queries about handling personal data are dealt with promptly;
 - Procedures for handling personal data are clearly understood.

The Directors are responsible for compliance with this policy primarily, however, all employees have an individual responsibility to ensure compliance.

This Policy will be reviewed annually, amended and reissued as necessary.

Signed:  Managing Director

Date: 21-3-18

