

## Information and Data Protection Policy

Laplace Solutions do not process personal information and data other than to keep personnel records for staff administration purposes. Laplace Solutions also processes personal data and information (e.g. B2B email addresses) on a lawful basis for business contracts.

### GDPR Data Protection Principles

Whenever collecting information about people, Laplace Solutions agrees to apply the following GDPR Data Protection Principles:

- Personal Data about individuals shall be processed lawfully, fairly and in a transparent manner;
- Data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Data shall be adequate, relevant and limited for the purposes required;
- Data shall be accurate and kept up-to-date; every reasonable step shall be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- Data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- Data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### Security Statement

Laplace Solutions has taken measures to guard against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage.

This includes:

- Adopting an information security policy (this document is our policy);
- Taking steps to control physical security (projects and staff records are all saved digitally);
- Putting in place controls on access to information (password protection on files and server access);
- Computer data files are saved on Cloud based server by the Company's IT service provider;
- Training all staff on security systems and procedures;
- Detecting and investigating breaches of security should they occur;

We will review this policy regularly to take account of changes in Data Protection legislation.

Signed:



Iain Henderson, Director

Date: 21 May 2021

Review Date: May 2022

**Laplace Solutions Ltd** includes:

Laplace Control Systems Ltd, Laplace Building Solutions (North) Ltd; Laplace Building Solutions (South) Ltd  
Laplace Caledonia Instrumentation Ltd; ST panels Ltd