

# Bonner Rail

BR-PS-12

## DATA PROTECTION POLICY STATEMENT

When our clients and suppliers engage with Bonner Rail Limited and provide us with their personal data, to provide a seamlessly service, we at times need to share their information across our team. This however is always with a focus on keeping their data secure.

This Data Protection Policy describes the ways in which client / supplier company data and employee personal data that you provide to Bonner Rail Ltd will be maintained and processed.

By providing company and employee information and data to Bonner Rail Limited, you are fully aware that we process the data you provide, on your behalf and you acknowledge and agree that your data may be shared between Bonner Rail Limited employee's only and only then as and when necessary, to undertake work on your behalf.

Bonner Rail Limited and its employees do not and will not share any of your company information, or your employee's personal information, that you provide to us. Your information would also never be shared to any other parties without your prior knowledge and express permission.

It is everyone's responsibility to review and understand this Data Protection Policy prior to providing company information or employee personal data to us. If your company or you do not accept and agree to this Data Protection Policy, please let us know immediately.

As our services are constantly evolving, our Data Protection Policy may also change from time to time. Whenever there are changes, the modified policy will be updated on [www.bonnerrail.com](http://www.bonnerrail.com) and a new handbook provided to our employees.

Each time there is a change to the policy, the issue number and date of issue will also change. Therefore, each time you use our services or access our website, you accept and agree to our most current Data Protection Policy and the Terms and Conditions previously supplied to you.

Please note: It is your responsibility to be aware of any such changes once these have been posted on the website.

This policy shall be deemed effective as of 25<sup>th</sup> May 2018. No part of this policy shall have retroactive effect and it shall thus only apply to matters occurring on or after this date.

This policy will be reviewed annually as part of the management review process, to assure its continued relevance and adequacy.

Signed:



Name: Mark Bonner

Title: Managing Director

Date: 29.11.19

Review Date: By 29<sup>th</sup> November 2020

Issue No:	3
Issue Date:	November 2019
No of Pages:	Page 1 of 1
Document Ref:	BR-PS-12