



Canelo Data Protection Policy

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1. Introduction

Canelo is committed to protecting the privacy, security, and integrity of all personal information it handles. We comply fully with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all other applicable data protection legislation.

This policy outlines how we collect, use, store, share, and protect personal information in the course of our business operations.

2. Data Protection Principles

Canelo will ensure that personal information is:

- Collected lawfully, fairly, and transparently, and only for legitimate business purposes.
- Limited to what is necessary for the intended purpose.
- Accurate and kept up to date, with reasonable steps taken to correct inaccuracies.
- Stored securely, with access restricted to authorised individuals only.
- Retained only for as long as necessary, in line with legal, regulatory, and operational requirements.
- Processed in a way that ensures appropriate security, including protection against unauthorised access, loss, or damage.

3. Types of Personal Information We Handle

We may process personal information relating to:

- Customers and clients
- Employees and subcontractors
- Suppliers and service providers
- Other individuals who interact with Canelo in a business capacity

This may include contact details, employment information, financial information, and other data necessary for business operations.

4. Individual Rights

We will respond appropriately and promptly to requests relating to personal data, including:

- Access to personal information
- Correction of inaccurate data
- Deletion where appropriate
- Objections to processing
- Data portability requests

All requests will be handled in accordance with legal requirements.

5. Data Breaches

Canelo will report, investigate, and manage any suspected or actual data breach in line with UK GDPR requirements. Where legally required, affected individuals and the Information Commissioner's Office (ICO) will be notified without undue delay.

6. Responsibilities

- Canelo leadership is responsible for ensuring compliance with this policy.
- All staff and subcontractors must handle personal information responsibly and follow this policy at all times.

7. Approval

Neil Jackson

Managing Director