

Document Title:

**The GDPR Policy
8/5/2018**

Dear Valued contact

K2B Ltd are fully committed to data security and have resolved to continually improve the ongoing security of our systems.

Whilst there is no obligation or requirement for K2B Ltd to adhere to BSEN ISO27001 International Standard for Information Security or appoint a Data Protection Officer under GDPR, K2B Ltd do embrace the principles of these standards/regulations. This is due to the fact they consider themselves a controller of data and want to instil within our contact base a confidence in the security of your information.

When personal information is collated, it is treated with the utmost of confidentiality, stored in a safe manner (normally within email or an electronic documents).

The information we hold on file which is specifically related to the **GDPR** will be the **email address, mobile number** and a **home address**. (if this has been given to K2B Ltd for a specific business reason)

K2B Ltd will treat your information as highly confidential and are committed to ensuring that any information we host on our server is protected.

In order to ensure this, we have a number of robust physical and electronic security measures in place.

Please be assured all our electronic devices are password protected.

We will not sell, lease or distribute your personal information to third parties under any circumstances.

Assuring you of our best attention at all time and should you require anything else then please do not hesitate to contact us

Kind regards

Neil Terry
Commercial & QMS Manager
0793 1134059

K2B Ltd., 4 Searles Meadow, Dry Drayton, Cambridge, CB23 8BW
Tel: 020 8341-1010, Fax: 01223 894840, E-Mail: info@k2b.co.uk