



## Data Protection and Privacy Policy

**Lindacare Ltd** ("the Company"), registered under the number 15185484 and headquartered at Flat 27 Cityview Point, 139 Leven Road, London, England, E14 0XS, recognises the utmost importance of data protection and privacy in the modern business landscape. Our commitment to safeguarding the personal and business-related data of our clients, suppliers, and employees is unwavering.

**Purpose:** This policy is designed to outline the practices we have in place to protect data and ensure that we comply with all relevant data protection laws, including the General Data Protection Regulation (GDPR).

**Scope:** This policy applies to all employees, contractors, partners, and third parties that handle data on behalf of Lindacare Ltd.

### Key Points:

#### 1. Data Collection:

- Data will only be collected for specific and legitimate purposes related to the services provided by Lindacare Ltd.
- Clients and employees will be informed about the data being collected, its purpose, and how long it will be retained.

#### 2. Data Access and Storage:

- All data will be stored securely using state-of-the-art encryption methods.
- Access to data will be restricted to authorised personnel only.
- Regular audits will be conducted to ensure the integrity and security of stored data.

#### 3. Data Sharing and Third Parties:

- Data will not be shared with third parties without explicit consent, unless required by law.
- All third-party service providers used by Lindacare Ltd must demonstrate their commitment to data protection.

#### 4. Data Retention and Destruction:

- Data will be retained for as long as necessary for its intended purpose or as required by law.
- Once no longer needed, data will be securely and irreversibly destroyed.

#### 5. Individual Rights:

- Individuals have the right to access, modify, or delete their personal data held by Lindacare Ltd.
- Requests related to data rights will be addressed within 30 days of receipt.



**6. Data Breach Response:**

- In the event of a data breach, Lindacare Ltd has protocols in place to quickly assess and respond to the situation.
- Relevant authorities and affected parties will be notified in compliance with data protection laws.

**7. Training and Awareness:**

- All employees and relevant stakeholders will undergo regular training on data protection protocols.
- Lindacare Ltd is committed to staying updated on the latest data protection best practices and legal requirements.
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**Review and Compliance:** Lindacare Ltd will review this policy annually and following any significant change to data protection laws or company practices. Compliance with this policy is mandatory for all staff and any breaches may result in disciplinary action.