

# UK GDPR & Privacy Policy

## What is GDPR?

The UK Data Protection Regulation (GDPR) is built around two key principles.

1. Giving citizens and residents more control of their **personal data**.
2. Simplifying regulations for international businesses with a unifying regulation.

## What steps have Coverpoint taken to address GDPR?

1. We employ less than 250 employees and are not required to appoint a **Data Protection Officer** (DPO).
2. As defined in Article 30, we do not hold any **special category data** and are not required to **maintain a record of processing activities**.
3. Our business activities do not involve **regular or systematic** monitoring of data subjects on a large scale.
4. We have analysed all the **personal data** we hold on our clients and reviewed how we use and access it.
5. We have identified and removed all **personal data** that is no longer necessary to keep.
6. We understand that a **serious security breach** must be reported to the Information Commissioner's Office (ICO) within 72 hours.
7. We have taken reasonable steps to review the GDPR status of our **supply chain**.
8. Any **subject access rights** should be emailed to [gdpr@coverpointsolutions.co.uk](mailto:gdpr@coverpointsolutions.co.uk) and all valid requests will be met within a one-month timeframe.

## Privacy Policy

9. We respect our client's confidentiality and do not use **cookies** on our website <https://www.coverpointsolutions.co.uk>.
10. We store only basic client contact information, such as Name, Company, Address, Telephone Number and Email Address. This information is never shared with Third Parties.
11. We occasionally send information about our products, services and articles of interest, to client's that subscribe to our mailing list. An opt-out link is included at the bottom of every email communication.
12. All employee access to stored client data is encrypted using 256bit SSL and in the case of remote access, is also secured by Two Factor Authentication (TFA).