



Statement of Policy

B. & M. McHugh Ltd operates primarily as a Business-to-Business (B2B) organisation. In our day-to-day operations, we may need to store and process data from UK citizens to meet legal and business requirements. Our privacy policy is designed to ensure compliance with the General Data Protection Regulation (GDPR) when handling such data.

Aims of this Policy

B. & M. McHugh Ltd is committed to ensuring that we store and process data of UK citizens within the legal requirements set out within the General Data Protection Regulation (GDPR).

Achieving this Policy

B. & M. McHugh Ltd aims to achieve this policy by:

- Appointing a Data Protection Officer (DPO);
- Understanding and recording the lawful basis of why and what personal data we hold and process at all times;
- Design procedures that require the storage and processing of personal data with privacy in mind and set as the default;
- Having a process in place to detect, notify and investigate data breaches;
- Ensuring that requests for personal data requires opt-in consent;
- Ensuring the sharing of personal data with 3rd parties has a lawful basis, and those parties have a privacy policy in place;
- Ensuring that reasonable Subject Access Requests (SARs) are dealt with within one month of the request and without charge.

Responsibility for this Policy

The Managing Director holds primary responsibility for implementing this policy, with support from the Data Protection Officer, Directors, and managers within their respective areas of responsibility.

Review of this Policy

This policy will be subject to at least an annual review or following a data breach, if sooner. All employees are encouraged to actively participate in the development and implementation of company policies and processes through feedback loops and dedicated forums.

James McHugh
Managing Director
March 2024