

Maynard Design Consultancy Limited is committed to insuring that client data is protected at the highest level. We are focused and dedicated in the application of GDPR within the business, we take all information and distribution of any details incredibly seriously. We would like to inform you we have implemented procedures, so that we are GDPR compliant.

Any data that we store is held for legitimate business purposes only.

Steps we have taken and will continue to take are;

- Ensured Data Processing Agreements and Privacy Notices, compliant with GDPR, are in place with our email and data storage providers
- Heightened Security measures which include Laptop / Desktop encryption
- Regular Data reviews
- Data cleansing of Emails and Cloud Devices
- Shredding sensitive information that we no longer need
- Locking paper documents in secured cabinets

Please note that all of our data including; emails and client information is stored on google.com, cmap-software.com or box.com cloud-based storage, which you can find more details on at <https://policies.google.com/privacy?hl=en>, <https://www.cmap-software.com/blog/cmap-and-gdpr> and <https://www.box.com/en-gb/legal/privacypolicy> respectively.

As we move forward, we will make sure that GDPR is always taken seriously and data is always handled with care and attention.

Please consider this document as an official representation of Maynard Design Consultancy Limited and if you have any further questions please get in contact via email at info@maynard-design.com or via phone at 020 7724 9500 during normal office hours.

We look forward to working with you in the future.

Julian Maynard, Managing Director
Maynard Design Consultancy