



## **DATA CLEANSING**

Adiuvo Training understands that under GDPR, EU citizens have certain rights in respect of their personal data and how we store it.

Adiuvo Training's appointed GDPR Manager will inform, advise and monitor GDPR compliance. The company will implement tools as appropriate that support the process, provide necessary security and ongoing delivery of objectives.

The GDPR Manager will regularly review the security of all stored data records, ensuring their location is secure and not vulnerable to unauthorised data access.

In addition, a regular review will be undertaken to examine whether data held, needs to be securely deleted under the company's agreed time scales for retention.

Please contact the company in writing for details on their retention policy for financial data, marketing data, potential and employee data. [Include email and postal address]

### **Deletion of Personal Data**

No personal data will be deleted except on the authorisation of the GDPR Manager who will keep appropriate records of the deletion of the data.

Data will be deleted securely.

Requests to be removed from our records must be received in writing by email or post; [hello@adiuvo.co.uk](mailto:hello@adiuvo.co.uk) & Adiuvo Training, Office 1 57 Bretonside, Plymouth, PL4 0BD.

Confirmation of deletion will be confirmed via the received communication route in a timely manner.