ATKINSONS

COMPANY POLICY

DATA PROTECTION POLICY

This policy sets out how ATKINSONS (NE) Limited handles personal information. Full details for customers are in our privacy policy.

REFERENCE	VERSION	ISSUED	NEXT REVIEW
ATK-POL-07	1.0	26 September 2026	26 September 2027

ATKINSONS (NE) Limited · Company no. 15283882 · Portland House, Belmont Business Park, Durham DH1 1TW

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1. STATEMENT

ATKINSONS processes personal data lawfully, fairly and securely in line with the UK General Data Protection Regulation and the Data Protection Act 2018.

2. WHAT WE COLLECT AND WHY

We collect only the personal information we need to respond to enquiries, quote for, carry out and support work, and to meet our legal obligations, such as issuing certificates.

We do not sell personal data.

3. SECURITY AND RETENTION

Personal data is kept secure, access is limited to those who need it, and it is kept no longer than necessary.

4. YOUR RIGHTS

You can ask to see, correct or delete the information we hold about you, or object to how we use it. Contact enquiries@atkinsonsgroup.co.uk.

Full details are set out in our privacy policy at atkinsonsgroup.co.uk/privacy-policy.

5. REVIEW

This policy is reviewed at least annually.

SIGNED	Dale Atkinson, Managing Director
FOR	ATKINSONS (NE) Limited
ADOPTED	26 September 2026
NEXT REVIEW	26 September 2027