

# Silverstone Cerakote Ltd GDPR Data Protection Policy

## Document Control

Document	Date	Next Review Date	Responsible Party	Approved By
Version 1	June 2023	June 2024	Data Protection Officer	Director
Version 2	January 2025	January 2026	Data protection Officer	Director

---

## 1. Introduction

Silverstone Cerakote Ltd is committed to protecting the personal data of its employees, customers, suppliers, and all other stakeholders in accordance with the **General Data Protection Regulation (GDPR) 2016/679** and other applicable data protection laws. This policy outlines our approach to managing personal data, ensuring compliance with legal obligations, and protecting the privacy of individuals. We recognise the importance of the rights of individuals regarding their personal data and are committed to handling personal data responsibly, transparently, and securely.

---

## 2. Purpose

The purpose of this policy is to outline Silverstone Cerakote Ltd.'s approach to data protection and to ensure compliance with the **GDPR 2016/679** and other applicable data protection regulations. The policy sets out our obligations regarding the collection, storage, processing, and protection of personal data, as well as the rights of individuals in relation to their personal data.

---

## 3. Scope

This policy applies to all personal data processed by Silverstone Cerakote Ltd, including data relating to employees, customers, suppliers, contractors, and third parties. It covers all processing activities undertaken by the company, including the collection, use, disclosure, storage, and deletion of personal data. All employees, contractors, suppliers, and partners who handle or process personal data on behalf of Silverstone Cerakote Ltd must comply with this policy.

---

## 4. Key Definitions

To ensure a clear understanding of this policy, key definitions are provided below:

- **Personal Data:** Any information relating to an identified or identifiable individual (data subject), such as name, address, phone number, email, identification number, or other specific information.

## Silverstone Cerakote Ltd GDPR Data Protection Policy

- **Processing:** Any operation performed on personal data, including collection, recording, organisation, storage, alteration, retrieval, use, disclosure, or destruction.
  - **Data Subject:** The individual whose personal data is being processed.
  - **Data Controller:** The entity that determines the purposes and means of processing personal data (Silverstone Cerakote Ltd).
  - **Data Processor:** The entity that processes personal data on behalf of the Data Controller.
- 

### 5. Compliance with GDPR 2016/679

Silverstone Cerakote Ltd adheres to the following core principles as outlined in the **GDPR 2016/679**:

1. **Lawfulness, Fairness, and Transparency:** Personal data is processed lawfully, fairly, and in a transparent manner in relation to the data subject.
  2. **Purpose Limitation:** Personal data is collected for specified, explicit, and legitimate purposes and not further processed in a way incompatible with those purposes.
  3. **Data Minimisation:** Personal data is adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.
  4. **Accuracy:** Personal data is accurate and kept up to date. Inaccurate data is erased or rectified without delay.
  5. **Storage Limitation:** Personal data is kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
  6. **Integrity and Confidentiality:** Personal data is processed securely to protect against unauthorised or unlawful processing, accidental loss, destruction, or damage.
- 

### 6. Data Subject Rights

Silverstone Cerakote Ltd recognises the rights of data subjects under the **GDPR 2016/679**. These include the right to:

- **Access:** Data subjects can request a copy of the personal data we hold about them.
- **Rectification:** Data subjects can request corrections to inaccurate or incomplete data.
- **Erasure (Right to be Forgotten):** Data subjects can request the deletion of their personal data under certain circumstances.
- **Restriction of Processing:** Data subjects can request the restriction of processing of their personal data.
- **Data Portability:** Data subjects can request their personal data in a structured, commonly used, and machine-readable format.
- **Objection:** Data subjects can object to the processing of their personal data under specific circumstances, including direct marketing.
- **Withdraw Consent:** Data subjects can withdraw consent at any time where consent is the legal basis for processing.

# Silverstone Cerakote Ltd GDPR Data Protection Policy

Requests to exercise these rights can be submitted by contacting our **Data Protection Officer (DPO)** at [Insert Contact Details]. Silverstone Cerakote Ltd will respond to requests within the statutory timeframe.

---

## 7. Data Breaches

In the event of a data breach that poses a risk to the rights and freedoms of individuals, Silverstone Cerakote Ltd will:

- Notify the **Information Commissioner's Office (ICO)** within **72 hours** of becoming aware of the breach.
  - Notify affected data subjects without undue delay if the breach is likely to result in a high risk to their rights and freedoms.
  - Maintain a record of all data breaches, whether notifiable or not.
- 

## 8. Data Protection Officer (DPO)

Silverstone Cerakote Ltd has appointed a **Data Protection Officer (DPO)** responsible for ensuring compliance with data protection laws and this policy. The DPO's responsibilities include:

- Monitoring data protection compliance.
- Acting as a point of contact for data subjects and supervisory authorities (such as the ICO).
- Advising on **Data Protection Impact Assessments**.
- Providing training and guidance on data protection issues.

The DPO can be contacted at:  
[Insert DPO Contact Details]

---

## 9. Implementation of the Policy

Silverstone Cerakote Ltd ensures effective implementation of this policy by:

- **Training:** Providing regular data protection training to all employees and relevant third parties to ensure they understand their responsibilities under the GDPR.
- **Data Protection Impact Assessments (DPIAs):** Conducting DPIAs when processing activities are likely to result in high risks to the rights and freedoms of data subjects.
- **Contracts and Agreements:** Ensuring that contracts with third parties include data protection clauses that reflect GDPR requirements.
- **Record-Keeping:** Maintaining records of processing activities and ensuring transparency in all data processing activities.
- **Monitoring and Auditing:** Regularly monitoring data protection practices and conducting internal audits to ensure ongoing compliance with the GDPR.

## Silverstone Cerakote Ltd GDPR Data Protection Policy

Failure to comply with this policy may result in disciplinary action, including termination of employment or contracts, as well as potential legal consequences under the **GDPR 2016/679**.

---

### 10. Data Retention and Disposal

Silverstone Cerakote Ltd retains personal data only for as long as necessary to fulfil the purposes for which it was collected. Once personal data is no longer required, it will be securely deleted or destroyed.

---

### 11. Reporting Data Protection Concerns

Employees, contractors, or third parties who have concerns about data protection practices or believe a breach has occurred should report the issue immediately to the **Data Protection Officer (DPO)**. All concerns will be investigated promptly and addressed in accordance with this policy.

---

### 12. Monitoring and Continuous Improvement

Silverstone Cerakote Ltd is committed to continuously improving its data protection practices. Regular reviews of data processing activities, training, and monitoring will ensure compliance with evolving data protection laws. The policy will be updated in line with new legal requirements and organisational changes.

---

### 13. Data Transfers Outside the EEA

Silverstone Cerakote Ltd may transfer personal data outside the **European Economic Area (EEA)** to countries that do not have the same level of data protection laws. Where applicable, we ensure these transfers are governed by **Standard Contractual Clauses (SCCs)**, **Binding Corporate Rules (BCRs)**, or other **GDPR-compliant mechanisms** to ensure that personal data remains protected.

---

### 14. Data Protection by Design and by Default

Silverstone Cerakote Ltd implements **data protection by design** and **by default** to ensure personal data is secure and used appropriately throughout its lifecycle. This includes assessing the risks of data processing and embedding appropriate safeguards at the start of any new project or process that involves personal data.

---

# Silverstone Cerakote Ltd GDPR Data Protection Policy

## 15. Third-Party Service Providers

Silverstone Cerakote Ltd may engage third-party service providers to process personal data on our behalf. We ensure these providers are GDPR-compliant by including strict data protection clauses in our contracts and ensuring they meet our data protection standards.

---

## 16. Employee Data Protection

Silverstone Cerakote Ltd processes employee data in accordance with this policy, ensuring it is used appropriately for employment purposes and in compliance with GDPR. Employees' personal data is kept secure and used in accordance with relevant legal requirements.

---

## 17. Specific Data Processing Activities

Silverstone Cerakote Ltd processes personal data for the following purposes:

- **Marketing:** Personal data may be used for marketing purposes, such as sending promotional materials or newsletters.
- **Profiling:** Personal data may be processed for profiling purposes to assess customers' interests and preferences.

Each activity ensures that personal data is processed in compliance with the **GDPR**, and individuals' rights are protected.

---

## 18. Enforcement and Consequences for Non-Compliance

Failure to comply with this policy may result in disciplinary action, including termination of employment or contracts, and potential legal consequences under the **GDPR 2016/679**.

---

## 19. Links to Other Policies

This **GDPR and Data Protection Policy** should be read in conjunction with the following related policies:

- **Information Security Policy**
  - **Acceptable Use Policy**
  - **Employee Privacy Policy**
  - **Privacy Policy**
-