



Southam Road, Banbury, Oxon OX16 2RE

The new European Union General Data Protection Regulation (EU GDPR) will come into effect here in the UK from 25th May 2018.

Many of our Customers and Suppliers are requesting information regarding the GDPR readiness of Fine Lady Bakeries ("FLB"). Rather than responding to many different formats of questionnaires we have decided to provide a generic response which we believe will provide sufficient information. If our customers and suppliers still require additional information then please request this by sending an email to [privacy@flbltd.co.uk](mailto:privacy@flbltd.co.uk), stating the details of your request.

#### **1-Data Protection Officer**

FLB has appointed a Data Protection Officer (DPO). The person responsible for data privacy is our Finance Director, Christopher Roberts. To contact us please send an email to [privacy@flbltd.co.uk](mailto:privacy@flbltd.co.uk)

#### **2-Sub-processors**

FLB does utilise sub-processors. FLB is currently conducting an audit of all sub-processors to confirm compliance with GDPR. FLB will engage sub-processors in accordance with GDPR.

#### **3-Employee Confidentiality and Training**

Staff receive ongoing training on information security and data protection.

#### **4-Data Breach Notification**

FLB has a data breach notification policy that meets the requirements of GDPR.

#### **5-Subject Access Requests (SAR), Rectification, Erasure, Restriction & Portability**

FLB will assist our customers and suppliers with regards to a SAR. FLB will rectify, erase, restrict or transfer personal data in a portable format, in accordance with GDPR.

#### **6-Records of Data Processing**

FLB does maintain written records of processing activities with respect to personal data in accordance with the requirements of the GDPR Article 30

#### **7-Privacy by Design**

In any new system which may be implemented by FLB, data privacy will be a key element in order to ensure that system security is improved and maintained. Our privacy notice is available on request.

C Roberts  
Director  
Fine Lady Bakeries Ltd