

## Statement of Policy

Marlborough Highways needs to collect and use information about people with whom they work in order to operate and carry out its functions. These may include members of the public, current, past and prospective employees, clients and customers and suppliers. This personal information must be handled and dealt with properly however it is collected, recorded and used and whether it is on paper, in computer records or recorded by other means.

Marlborough Highways regards the lawful and appropriate treatment of personal information as very important to its successful operations and essential to maintaining confidence between the organisation and those with whom it carries out business. The Business therefore fully endorses and adheres to the Principles of the General Data Protection Regulation.

The Company's data protection officer is responsible for informing and advising the Company and its staff on its data protection obligations and for monitoring compliance with those obligations and with the Company's policies. If you have any questions or comments about the GDPR policy, if you need further information, you should contact the Data protection Officer (DPO) at [dpo@marlboroughhighways.co.uk](mailto:dpo@marlboroughhighways.co.uk).