

# General Data Protection Regulation (GDPR) Compliance Statement

**In Tune**

**3 Milking Stile Lane, Lancaster, UK, LA1 5QB**

**Date: December 8, 2023**

## **Introduction:**

This document serves as a commitment statement by In Tune regarding our compliance with the General Data Protection Regulation (GDPR) applicable in the United Kingdom. This statement outlines our commitment to safeguarding the personal data of our customers and clients.

## **1. Data Protection Officer (DPO):**

In Tune has appointed a Data Protection Officer who is responsible for ensuring that all personal data is processed in compliance with applicable data protection laws. The DPO can be contacted at [DPO Contact Information].

## **2. Data Collection:**

In Tune collects only the necessary personal data required for the provision of our services. This information may include, but is not limited to, names, addresses, contact details, and any other data relevant to the business relationship.

## **3. Purpose of Data Processing:**

Personal data is collected and processed for specific and legitimate purposes. In Tune will clearly communicate the purposes of data processing to individuals before collecting their data.

## **4. Consent:**

In Tune will obtain explicit and informed consent from individuals before collecting and processing their personal data. Individuals have the right to withdraw their consent at any time.

## **5. Data Security:**

In Tune employs appropriate technical and organizational measures to ensure the security and confidentiality of personal data. This includes protection against unauthorized or unlawful processing and accidental loss, destruction, or damage.

#### **6. Data Retention:**

Personal data will only be retained for as long as necessary to fulfill the purposes for which it was collected or as required by law. Once the purpose has been fulfilled, the data will be securely deleted.

#### **7. Third-Party Sharing:**

In Tune does not share or sell customer data with third parties unless required by law or with explicit consent from the individual.

#### **8. Data Subject Rights:**

Individuals have the right to access, rectify, erase, or restrict the processing of their personal data. In Tune will promptly respond to such requests in accordance with applicable data protection laws.

#### **9. Data Breach Notification:**

In the event of a data breach that poses a risk to individuals' rights and freedoms, In Tune will notify the relevant supervisory authority and affected individuals as required by law.

#### **10. Review and Update:**

This GDPR compliance statement will be reviewed regularly and updated as necessary to ensure ongoing compliance with data protection laws.

Fredrik Holm  
Director  
In Tune