



Data Protection Statement



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Document Overview

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Document Approval

The Chief Operating Officer shall review this policy annually and shall determine whether any further changes need to be made prior to approval. Initial release and significant changes require approval from the board.

This Policy was approved by Andy Mackey, Chief Operating Officer on 25th February 2025 and is issued on a version-controlled basis under his signature.

Document History

Date of Change	Summary of Change	New Version Number	Changes to be notified to:
25/02/25	Annual Review	V2.0	COO



EPM Data Protection Statement

EPM is committed to data protection and data privacy, and we are compliant with the Data Protection Act. With the General Data Protection Regulation (GDPR) having come into force on 25 May 2018, we have undertaken a GDPR readiness programme and reviewed our entire company, the way we handle data and the way in which we use it to provide our services.

Our GDPR readiness programme has looked at the following areas:

- Employee training and awareness – how GDPR, the Data Protection Bill and the ePrivacy Regulation will impact customers, employees, and our service delivery.
- Supplier management – ensuring all appropriate security, organisational controls and governance processes meet the demands of our customers and of EPM as it continues to grow.
- Development – ensuring we maintain our commitment to best practice and developing systems which meet recognised security standards and making sure we meet our commitment to privacy by design.
- Individuals' rights – refining our approach to handling requests for data, or the handling of data, to meet the new demands of GDPR (including the right of subject access, cease processing requests and erasure of personal data).
- Data mapping – a full review of all processes and systems to truly understand the customer experience, the data we hold and the way in which it is used.
- Data retention – confirming data retention periods meet contractual, legal and organisations requirements.
- Privacy notices – reviewing all notices to inform customers and employees of the way we handle their data.
- HR support – preparing our HR services to incorporate important aspects of GDPR for our customers.

EPM has a designated Data Protection Officer who oversees our information governance practices and coordinates our efforts to ensure we continue to manage personal data in the way our customers expect.

At EPM we are fully committed to the principles of data protection and to safeguarding our data and that of our customers. As such, we pledge that we are fully compliant with GDPR.

For any questions, please contact our Data Protection Officer:

dpo@epm.co.uk

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