



CLICK4GROUP GDPR Data Protection Officer Policy

Who We Are (The Company)

Click4Group.co.uk, Click4Warranty.co.uk and Click4Gap.co.uk are all trading styles of Future 45 Limited (The Company)

ADDRESS Trident Court, 1 Oakcroft Road, Surrey, KT9 1BD

COMPANY REGISTRATION No 5407413

DATA PROTECTION REGISTER No Z933878X

FINANCIAL CONDUCT AUTHORITY (FCA) No. 461102

0208 819 3424

email@click4group.co.uk

Appointment Of The Data Protection Officer

With immediate effect J. Smith has been appointed by The Company as Data Protection Officer

- They have been appointed on the basis of their professional qualities and experience proportionate to the type of processing we carry out, taking into consideration the level of protection the personal data requires.
- They have a good knowledge of our industry, as well as our data protection needs and processing activities.
- Their professional duties as an employee of The Company are compatible with the duties of the DPO and do not lead to a conflict of interests.

Position of the DPO

- A key role in our data protection governance structure
- Report directly to our highest level of management
- To be involved, in a timely manner, in all issues relating to the protection of personal data.
- Has appropriate access to personal data, processing activities and other services within our organisation so that they can receive essential support, input or information
- We ensure any other tasks or duties assigned to our DPO do not result in a conflict of interests with their role as a DPO.
- Has sufficient resources to discharge their obligations under the GDPR.
- Is given the required independence to perform their tasks.

Accessibility of the DPO

- We have published the contact details of the DPO and communicated them to the ICO.
- The DPO contact details are readily available to our employees, to the ICO, and people whose personal data we process.

Tasks of the DPO

- To help improve accountability.
- To assist in fulfilling our data protection obligations.
- Have due regard to the risk associated with processing operations, and take into account the nature, scope, context and purposes of processing.
- To inform and advise our employees about obligations to comply with the GDPR and other data protection laws.
- To monitor compliance with the GDPR and other data protection laws, and with our data protection policies, including managing internal data protection activities; raising awareness of data protection issues, training staff and conducting internal audits;
- To advise on, and to monitor, data protection impact assessments;
- To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc).
- Maintain records of processing operations.
- A contact point for the ICO and the supervisory authority.
- Co-operate with the ICO, including during prior consultations under Article 36, and to consult on any other matter.
- The DPO isn't personally liable for data protection compliance.



GDPR DATA PROTECTION OFFICER POLICY DOCUMENT

The DPO should prioritise and focus on the following activities,

- Any special category data that may be processed,
or
- Where the potential impact on individuals could be damaging.

More Information

If you're looking for more information, please let us know by contacting our Data Protection officer by telephone, email or post. All contact details are available at the top of this document.