

## Statement of GDPR Compliance

*Effective from 25<sup>th</sup> May 2018*


Acuity Translations confirms that all steps as listed below have been taken by us to ensure compliance with the GDPR with effect from 25<sup>th</sup> May 2018 and that we hereby confirm our continuing commitment to forwards and ongoing compliance.

This compliance relates to our position as Data Processor for Client Data, and as Data Controller in cases where we send work on to third parties for completion on behalf of our clients.

### Steps taken to ensure compliance

1. Data Mapping carried out of all internal processes and data
2. Duplication of data or surplus requirements identified
3. Duplicate/surplus data holding rationalised to single holding point wherever possible, cross-referenced to all holding points where duplication is inevitable
4. Where Personal Data holding is inevitable, risk assessments and DPIA carried out to assess risk, potential for breach and breach impact
5. Breach identification, notification and handling procedure implemented
6. SAR (subject access request) procedure implemented

Evidence of any of the above may be provided on request and within a reasonable timeframe

| Representative of Acuity Translations Limited (the Provider) |   |
|--|---|
| Signature:   |  |
| Name:  | Ruth Partington   |
| Current Position:  | Managing Director   |
| Date:  | 9 <sup>th</sup> May 2018  |