

ESA GDPR Compliance Statement

Introduction

The *EU General Data Protection Regulation* (“GDPR”) comes into force across the European Union on 25th May 2018. Based on privacy by design and taking a risk-based approach, the GDPR has been designed to; meet the requirements of the digital age, standardise data protection laws and processing across the EU; affording individuals stronger, more consistent rights to access and control their personal information.

Our Commitment

Executive Serviced Apartments Ltd. (*‘we’ or ‘us’ or ‘our’*) are committed to ensuring the security and protection of the personal information that we control and process, and to provide a compliant and consistent approach to data protection.

How We are Preparing for the GDPR

We already have a consistent level of data protection and security across our organisation, however it is our aim to be fully compliant with the GDPR by 25th May 2018. *Our preparation includes:*

- Carrying out company wide information audit
- Reviewing all Legal Basis for Processing
- Obtaining Consent
- Direct Marketing
- Data Protection Impact Assessments (DPIA)
- Processor Agreements.
- Special Categories Data
- Revising and implementing new data protection policies & procedures;
 - Data Retention & Erasure
 - Data Breach
 - Subject Access Request (SAR)
 - Privacy Notice/Policy

Data Subject Rights

In addition to the policies and procedures mentioned above that ensure individuals can enforce their data protection rights, we provide easy to access information via our website, in the office, during induction etc. of an individual’s right to access any personal information that we process about them and to request information their data.

Information Security & Technical and Organisational Measures

We take the privacy and security of individuals and their personal information very seriously and take every reasonable measure and precaution to protect and secure the personal data that we process.

GDPR Roles and Employees

Executive Serviced apartments Ltd. have designated Dan Creed as our Data Protection Officer (DPO) and have appointed a data privacy team to develop and implement our roadmap for complying with the new data protection Regulation.

We understand that continuous employee awareness and understanding is vital to the continued compliance of the GDPR and have involved our employees in our preparation plans. If you have any questions about our preparation for the GDPR, please contact dataprotection_esa@esa-ltd.co.uk.