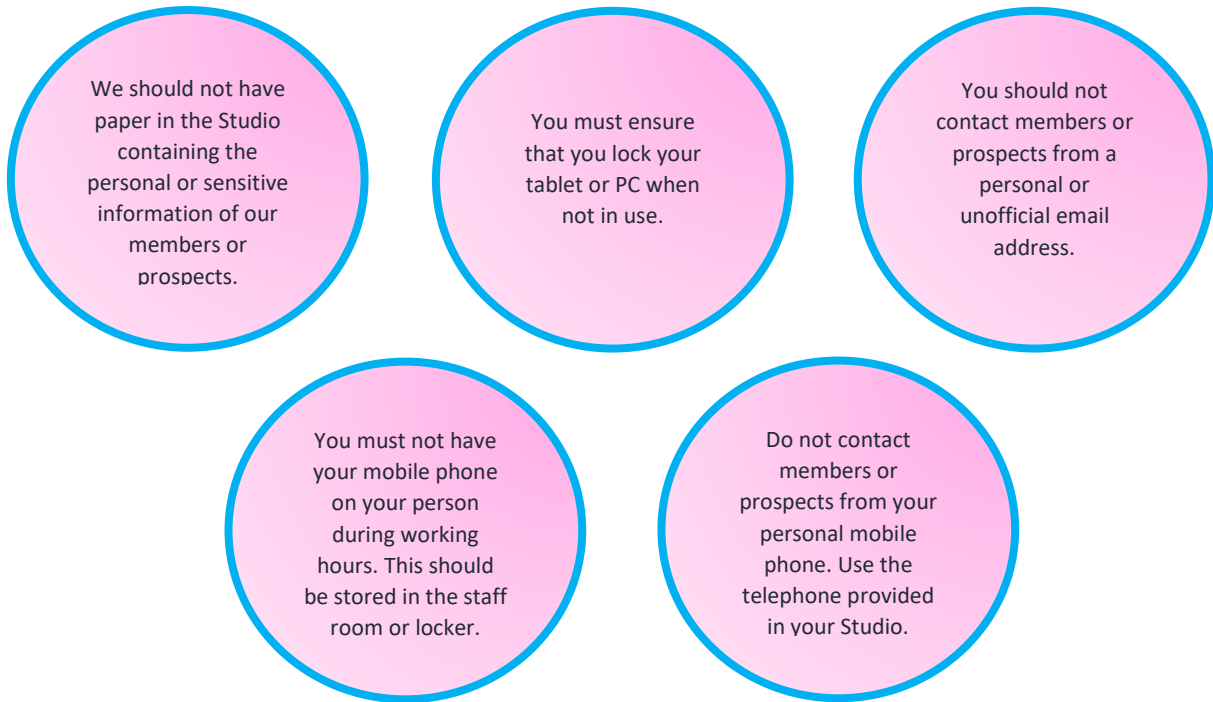


# THE GOLDEN RULES OF DATA PROTECTION (GDPR)

It is essential that all colleagues at Feel Electric follow the procedures outlined below with regards to the storing and handling of the personal and sensitive data belonging to our prospects, members and colleagues:



## What should I do if I suspect a GDPR breach?

Here at Feel Electric we pride ourselves on being compliant with all data protection regulations. Therefore, it is essential that all employees report a suspected GDPR breach immediately after becoming aware. You must report all details of the suspected breach to your line manager for immediate investigation who should then contact the Senior Management Team (SMT) at Head Office by email (urgent priority) and confirm the following:

- The prospect, member, colleague involved;
- Details of the suspected breach (the type of data potentially infringed);
- The known or possible consequences of the suspected breach.

It is essential that this response is immediate because the company has only 72 hours to report a suspected breach of GDPR to the Information Commissioners Office.

## How will the company support me in adhering to these guidelines?

As a company, Feel Electric have a number of support mechanisms in place to help you and remind you of your responsibilities with regards to the handling of data.

- 1) The Golden Rules of Data Protection poster is available for all to view in the staff area of your Studio.
- 2) The GDPR Data Protection SOP is available for all colleagues in the Staff FAQ area online.
- 3) An Operational Audit will be carried out in your Studio by a member of the Senior Management Team once a quarter. This will highlight any additional training needs and give us all some tangible action points to work towards.
- 4) Remember, if in doubt you must always report a suspected breach to your line manager who will be happy to help and investigate further.