

Subject: Chandlers Limited and the EU General Data Protection Regulation (GDPR)

As a responsible, forward-looking business, Chandlers Limited recognises at senior levels the need to comply with the GDPR and ensure that effective measures are in place to protect the personal data of our customers, employees and other stakeholders.

As part of meeting our legal obligations, an information security policy is available in both paper and electronic form and will be communicated within the organization and to all relevant stakeholders and interested third parties.

Commitment to the delivery of information security extends to senior levels of the organization and will be demonstrated through the information security policy and the provision of appropriate resources to establish and develop effective information security controls.

Top management will also ensure that a systematic review of performance of the programme is conducted on a regular basis to ensure that information security objectives are being met and relevant issues are identified through the audit programme and management processes.

A risk management approach and process will be used which is in line with the requirements and recommendations of the GDPR and relevant international standards such as ISO/IEC 27001.

Risk management will take place at several levels within the organization, including:

- Assessment of risks to the achievement of our information security objectives
- Regular information security risk assessments within specific operational areas
- Assessment of risk as part of the business change management process
- At the project level as part of the management of significant change, including Data Protection Impact Assessments (DPIAs)

We would encourage all employees and other stakeholders in our business to ensure that they play their part in complying with the GDPR at all times and in delivering our information security objectives.

Yours sincerely,

A. Gardner