



DATA PROTECTION POLICY STATEMENT

Total Specialist Maintenance Ltd are committed to complying with data protection principles and good practice in accordance with the Data Protection Act 2018 (DPA 2018). We want to be open and transparent about how we use personal data.

When processing personal data, we shall:

- Only process personal data in a lawful, fair and transparent manner
- Only process personal data for clearly defined and legitimate purposes
- Only process the minimum personal data necessary for these purposes
- Provide clear information to individuals about how their personal data will be used and by whom
- Only retain personal data for the length of time necessary to carry out the defined purpose
- Maintain a documented inventory of the categories of personal information processed by us
- Ensure that personal data is adequate, relevant, accurate and, where necessary, up to date.
- Respect individual's rights regarding their personal data and ensure that it is processed fairly, lawfully and in a transparent manner
- Ensure that personal data is processed in such a way that ensures its security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage
- Not transfer personal data to another country or territory unless an equivalent level of protection to that within the Data Protection Act 2018 (DPA 2018) is applied.

TSM Ltd relies mainly on the lawful basis of necessity for the performance of a contract, or its legitimate interest in growing its business to process and retain personal data.

We will always respect the rights and freedoms of individuals and respond to any requests to the best of our ability.

If you would like to know more about how TSM Ltd processes your data, please contact the Managing Director.

This policy statement will be briefed to all employees at induction and shall be formally reviewed on an annual basis at the Management Review meeting.

Signed: 
Position: Managing Director
Date: 01/07/2026
Review Date: 01/07/2027