



General Data Protection Regulations (GDPR) Statement

The European Union General Data Protection Regulations (“GDPR”) was approved on the 14th April 2016 and is due to become enforceable law on the 25th May 2018. This new set of regulations are designed to update the Data Protection Act 1998 and offer data subjects a wider range of rights and control over their personal data.

CJK Export Services Ltd (“CJK”) is committed to high standards of information security, privacy and transparency. The Company will comply with applicable GDPR while also working with our customers and partners to meet contractual obligations for our procedures, products and services.

CJK will ensure our compliance with GDPR by focusing on three key areas throughout the company:

1. To provide training and awareness across the Company focussing on the requirements and limitations imposed in GDPR;
2. Build on existing security and business practices to ensure compliance;
3. Introduce new procedures, where necessary, to address the areas of GDPR that are new requirements (e.g. the right to be informed; the right to deletion/removal).

CJK will implement additional or augmented controls to our data management system and update information security policies and procedures to ensure compliance with GDPR.

Some initiatives that we are specifically instigating include:

1. Data Review – A review of all personal data we hold; where it is held; why we hold it; and how long it is held for.
2. Contractual Update – An analysis of third parties who process data on our behalf to ensure both CJK and our customers are protected as fully as possible.
3. Improved Subject Access – Procedures will be updated to ensure it is quicker and easier for data subjects to exercise their right to view specific data held and request removal from our data base.
4. Review of Consents – Review of our existing marketing practices and associated consents to ensure these are transparent, fair and GDPR compliant.
5. Process Updates – A review of existing processes, including data security and incident response procedures, to ensure we have the tools to maintain compliance with GDPR.

CJK employees will be provided with training, appropriate to their interaction with Company data, on an ongoing basis to ensure we maintain high standards of compliance with GDPR.