

8. Roles and Responsibilities

- 8.1 The Company's Data Protection Officer is Jayne Perry FCCA, jayne@jcaccountingltd.co.uk Tel 01945 429813.
- 8.2 The Data Protection Officer shall be responsible for overseeing the implementation of this Policy and for monitoring compliance with this Policy, the Company's other Data Protection-related policies (including, but not limited to, its Data Protection Policy), and with the GDPR and other applicable data protection legislation.
- 8.3 The Data Protection Officer shall be directly responsible for ensuring compliance with the above data retention periods
- 8.4 Any questions regarding this Policy, the retention of personal data, or any other aspect of GDPR compliance should be referred to the Data Protection Officer.

9. Implementation of Policy

This Policy shall be deemed effective as of 18/04/2018. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

This Policy has been approved and authorised by:

Name: Jayne Perry FCCA

Position: Managing Director

Date: 24/04/2018

Due for Review by: 01/04/2019

Signature:

