



Data Protection & Privacy Statement

Company: Margaret Cleaning Solutions Ltd

Date: 17.07.2025

Approved By:

Margaret Stawicka

Managing Director

Margaret Cleaning Solutions Ltd is committed to protecting the personal data of its employees, clients, and suppliers in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

As a micro-business, we have appointed a responsible person to oversee data protection compliance. Our approach includes:

- Ensuring personal data is collected, stored, and used only for legitimate business purposes.
- Providing access to personal data only to authorised individuals.
- Securing all electronic data with password protection, antivirus software, and restricted access.
- Storing paper records securely and disposing of them safely when no longer needed.
- Responding to data access, correction, or deletion requests promptly.
- Never sharing data with third parties unless legally required or with consent.

We also provide basic GDPR awareness training for staff and review our practices annually.

A full privacy notice is available on request.

Name: Margaret Stawicka

Position:

Managing Director

Date: 17.07.2025