

Data Protection Statement

The logo for Jack Lunn, featuring the name "Jack Lunn" in a bold, yellow, sans-serif font. The text is set against a black, horizontally-oriented oval background with a slight 3D effect.

Jack Lunn Ltd can confirm we only process information on behalf of another organisation. We do not hold this information on file.

We hold information relating to the following: -

Staff administration (including payroll);

Only hold the personal information of the people we need to for our staff administration.

Accounts or records (i.e. invoices and payments);

Only hold the personal information of the people we need to for our own accounts and records.

Tenants details (on behalf of other organisation);

Only hold the personal information of the people we need to arrange appointments for.

Procedures are put in place to ensure personal data shall only be used in accordance with the purposes for which it was collected.

Signed:

Position: Director

Date:

Jack Lunn Ltd	Issue 1
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