



The
Development
Manager Ltd.

Notification about GDPR

To: All our Customers

The Development Manager Ltd (TDM) take security very seriously and we are constantly looking at ways to improve both the physical security of our premises and the security of the data we hold either as a data processor and/or as a data controller.

On 25th May 2018 new European data protection legislation called the General Data Protection Regulation (GDPR) will become binding in the UK and all member states of the EU. In the UK a new Data Protection Bill will be enacted, this will replace the Data Protection Act 1998 and introduce the requirements of the GDPR in a single piece of legislation.

All Businesses, Government and non-Government organisations, charities, colleges and more that operate in the UK must comply with this new legislation.

At TDM we have been working through a GDPR action plan and we will be compliant by May 25th, 2018.

We already have an Information Security System strategy containing a number of security and data protection policies and procedures that have been communicated to all our staff members.

TDM's ongoing regular activity includes:

- Improvements to security of our dedicated and shared hosting environments.
- Communication with customers that have hosting services with us regarding GDPR compliance of their virtual learning environments.
- Information security training for all TDM team.
- Data risk assessments.
- Data Privacy impact assessments.
- Strengthening our physical and networks security.
- Compliance checks of third party providers.

- Compliance checks of government bodies we work with for the delivery of our services.

Going forward we will:

- Continue to monitor and assess the effectiveness of our systems.
- Continue to be transparent in our processing and our controlling of customer's data.
- Keep customer's informed.
- Keep our staff informed of the latest developments.
- Continue to look at ways we can improve our security and look for improvements we can make to our services to assist our customers with their compliance.

If you have any specific questions about the GDPR, our security policies, data protection or have a data request please contact:

Systems Security Leader: Ian Hatton (ian@tdm.co.uk)

Data Controller Officer: Elizabeth Hoyos (ely@tdm.co.uk)

You can also look at our updated policies:

- Privacy policy
- Data Protection and Secure Hosting policy
- Data protection policy