

## Introduction

The new EU General Data Protection Regulation (GDPR) comes into force on 25 May 2018 (including in the UK regardless of its decision to leave the EU) and will impact every organisation which holds or processes personal data. It will introduce new responsibilities, including the need to demonstrate compliance, more stringent enforcement and substantially increased penalties than the current Data Protection Act (DPA) which it will supersede.

The ICO have issued a [12 step GDPR compliance guide](#).

Advance TM Group is committed to high standards of information security, privacy and transparency. We place a high priority on protecting and managing data in accordance with accepted standards including ISO 27001. Advance TM Group will comply with applicable GDPR regulations when they take effect while also working closely with our customers and partners to meet contractual obligations for our procedure's services.

## Data Protection

Advance TM Group contain all of the data processing "in-house" and rely on Microsoft's Office 365 for data management. The security of Office 365 and the other applications in use is maintained through continuous application of program updates automatically from suppliers backed up by automated routines executed on our behalf by our IT Support and Maintenance provider.

All PC's are UserID / password controlled for access and email, which is also part of Office 365, is individually user controlled.

Common data is shared by the organisation via a file server which is kept in a secure location within the office.

Daily data backup is automated and secures a copy of our transactional data in the cloud via our IT Support and Maintenance provider. This data is held within the EU and is kept in a 256-bit encrypted format.

## Advance TM Group's services

Advance TM Group will only ever use our client's systems and data in line with their guidelines and best practices. Only information required to aid Advance TM Group in providing our services will be sought, this will be used solely in a capacity detailed within our service offering and only ever for the specific client named within each proposal.

**Advance TM Group are not a data provider.** In the rare occasion were internally cleansed data is used to supplement campaigns this is with corporate individuals and whilst this is still categorised under GDPR as personal data it can be used for business-to-business marketing purposes.

The data used for Advance TM Group's campaigns are primarily sourced via our clients or industry specialists [Glenigan](#), [Barbour ABI](#) and [Builders Conference](#). Use the links to view each companies GDPR policies. Our use of this data remains unaffected provided it has been obtained lawfully.

**Advance TM Group refuse to use in any capacity any data that fails to meet GDPR regulations.**