

## Data Protection Policy - Cameleon Group Ltd

### 1. Introduction

Cameleon Group Ltd is committed to protecting the privacy and data of individuals and ensuring compliance with data protection laws, including the General Data Protection Regulation (GDPR). This Data Protection Policy outlines our commitment to safeguarding personal data.

### 2. Principles

- Lawfulness, Fairness, and Transparency: We process personal data lawfully, fairly, and transparently, with individuals informed about how their data is used.
- Purpose Limitation: We collect and process data only for specified and legitimate purposes.
- Data Minimization: We collect only the data necessary for our purposes.
- Accuracy: We maintain accurate and up-to-date data.
- Storage Limitation: We store data only for as long as necessary for the purposes for which it was collected.
- Integrity and Confidentiality: We protect data from unauthorized access and ensure its confidentiality and integrity.
- Accountability: We demonstrate compliance with data protection laws and regulations.

### 3. Roles and Responsibilities

- Data Controllers: Data controllers within the organization are responsible for ensuring that data processing activities comply with this policy.

### 4. Data Subjects' Rights

Individuals have rights under data protection laws. These include the right to access, rectify, erase, or restrict processing of their data, as well as the right to data portability and to object to processing.

### 5. Data Security

We implement appropriate technical and organizational measures to protect personal data from data breaches, unauthorized access, and other security risks.

### 6. Data Breach Response

In the event of a data breach, we will follow the GDPR's reporting requirements and take appropriate actions to mitigate the impact.

#### 7. Data Protection Impact Assessments (DPIAs)

We conduct DPIAs for data processing activities that pose a high risk to individuals' rights and freedoms.

#### 8. International Data Transfers

We ensure that any international transfers of data comply with GDPR requirements.

#### 9. Review and Update

This policy will be reviewed periodically to ensure it remains effective and compliant with evolving data protection laws and best practices.

## **Privacy Notice - Cameleon Group Ltd**

### 1. Introduction

This Privacy Notice explains how Cameleon Group Ltd (referred to as "we," "us," or "our") collects, uses, and protects your personal data. We are committed to respecting your privacy and ensuring the security of your personal information.

### 2. What Personal Data We Collect

We may collect the following types of personal data:

- Contact information (name, address, email, phone number).
- Employment-related information (job title, company).
- Financial information (payment details).
- Communication preferences.

### 3. How We Use Your Personal Data

We use your personal data for the following purposes:

- To provide our services and products.
- To communicate with you.
- To process payments.
- To comply with legal obligations.

### 4. Data Security

We take appropriate security measures to protect your personal data from unauthorized access, disclosure, alteration, or destruction.

### 5. Data Sharing

We may share your data with third parties only for the purposes mentioned in this notice or when required by law.

### 6. Your Rights

You have the following rights regarding your personal data:

- The right to access your data.
- The right to rectify inaccurate data.
- The right to erase your data (under certain conditions).
- The right to restrict processing (under certain conditions).
- The right to data portability.
- The right to object to processing.

## 7. Contact Information

If you have any questions about this Privacy Notice or wish to exercise your rights, please contact:

**Dimitri Londos- [dimitri@cameleongroup.co.uk](mailto:dimitri@cameleongroup.co.uk)**

## 8. Changes to This Notice

We may update this Privacy Notice from time to time. Any changes will be posted on our website.

## 9. Complaints

If you believe that we have not handled your personal data correctly, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Dimitri Londos



Director  
**Cameleon Group Ltd**  
22/09/2023