



Data Protection Policy Statement



The copyright of this document is vested in Kao Data. This document may only be reproduced in whole or in part, or stored in a retrieval system, or transmitted in any form, or by any means electronic, mechanical, photocopying or otherwise, with the prior permission of Kao Data

Located on SharePoint: IMS

Controlled Document: 000

Kao Data Head Office Location

- 80 Middlesex Street, London, E1 7EZ

Kao Data Campus Locations

- London Road, Harlow, CM17 9NA
- Galvin Road, Slough, SL1 4AN
- Rowdell Road, Northolt, UB5 6AG

Contents

1	Purpose	3
2	Statement	3

Document Title:	Data Protection Policy Statement	THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT	Review Date:	17/12/2025
Version Number:	V2		Classification:	External
Document Owner:	Compliance		Page No.	Page 2 of 3

1 Purpose

The purpose of the Data Protection Policy is to understand that Kao Data as an organisation is committed in being transparent about how it collects and uses the personal data of its employees.

2 Statement

The policy sets out the company’s commitment to data protection, and individual rights and obligations in relation to personal data in accordance with the EU General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018 (DPA) and Information Commissioners Office (ICO).

The policy applies to the personal data of job applicants, employees, agency workers, contractors, volunteers, interns, apprentices, consultants, and former employees, referred to as HR-related personal data.

The policy does not apply to the personal data of clients or other personal data processed for business purposes. The policy is non-contractual and may be amended anytime at the Company’s absolute discretion.

The Policy is also available upon request to all interested parties such as clients, investors, and suppliers.

The Policy is reviewed to ensure its ongoing suitability by the senior management team who recommend amendments and updates to the policy as part of the continual service improvement process, with an annual review of the policy undertaken annually as a minimum.

Document Title:	Data Protection Policy Statement	THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT	Review Date:	17/12/2025
Version Number:	V2		Classification:	External
Document Owner:	Compliance		Page No.	Page 3 of 3