

General Data Protection Regulation Additae Artes Limited

May 2026

The General Data Protection Regulation (GDPR) came into force in the UK in May 2018. Following the UK's departure from the European Union, the GDPR was incorporated into UK law as the **UK GDPR**, operating alongside the [Data Protection Act 2018](#). Together, these provide the legislative framework for the processing and protection of personal data in the United Kingdom.

Additae Artes Limited is committed to complying with the seven key principles of UK GDPR:

- Personal data is processed lawfully, fairly and transparently.
- Personal data is collected for specified, explicit and legitimate purposes.
- Personal data collected is adequate, relevant and limited to what is necessary.
- Personal data is accurate and kept up to date.
- Personal data is retained only for as long as necessary.
- Personal data is processed securely and protected against unauthorised access, loss or damage.
- Accountability is maintained through documented compliance and governance arrangements.

AAL is clear about why personal data is collected and how it will be used. We only collect information that is necessary for a specific and legitimate business purpose. Data is regularly reviewed, updated where required and securely deleted when no longer needed.

Where consent is the lawful basis for processing, AAL ensures that consent is explicit, informed, auditable and separate from other contractual terms. Personal data is protected through secure cloud-based systems, multi-factor authentication and appropriate technical and organisational security controls.

Data Subject Rights

AL is committed to protecting the rights of individuals and maintains processes to ensure compliance, including:

- Obtaining and recording consent where required.
- Providing transparent information about how personal data is used.
- Protecting personal information through secure systems and procedures.
- Responding promptly to Subject Access Requests and other data rights requests.
- Maintaining retention schedules and regularly reviewing information holdings.
- Conducting periodic data housekeeping and deletion activities.
- Managing and investigating data incidents and breaches.
- Reporting notifiable personal data breaches to the Information Commissioner's Office (ICO) within the required statutory timescales and taking appropriate remedial actions.

Information Commissioner's Office (ICO)

Although AAL may qualify for exemptions under ICO fee requirements depending on processing activities, the company has voluntarily chosen to maintain registration with the Information Commissioner's Office as part of its commitment to best practice in information governance.

ICO Registration Number: ZB336957

AAL works in accordance with ICO guidance and maintains arrangements to:

- Support the rights of data subjects, including access, rectification, erasure and data portability.
- Ensure consent-based processing is appropriately managed and evidenced.
- Manage any international data transfers in accordance with relevant legal safeguards.
- Maintain records of processing activities.
- Regularly review, test and improve information security and data protection controls..

Self-Assessment Summary

Our most recent self-assessment results are in the table below. These can be validated using the Information Commissioners Officers Registration Self-Assessment tool that can be found [here](#).

The organisation's self-assessment confirms that:

- Personal information is processed electronically.
- AAL determines how personal information is processed and managed.
- No CCTV is operated for crime prevention purposes.
- The business processes personal data as part of its consultancy activities.
- No disqualifying financial, charitable or processing exemptions apply.

Mark Elliott

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