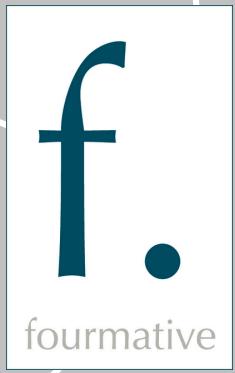


# GDPR Policy Statement



Updated December 2025 | Version 1.0

## Privacy Statement

Fourmative Limited considers your privacy to be of great importance. We always implement reasonable policies to safeguard your anonymity. At any time, you may contact us to ask about the personal data that Fourmative Limited holds about you and request, as appropriate, its amendment or deletion.

## Our Company-Wide Commitment to Your Privacy

To make sure your personal information is secure, we communicate our privacy and security guidelines to all employees of Fourmative Limited and strictly enforce privacy safeguards within the company and its Associates.

## Contact information

Fourmative Limited only collects individual user contact information after explicit consent has been given to do so by those who communicate directly with us. If users supply us with their email, postal address or telephone contact information online, they may receive periodic mailings, email correspondence or telephone contact from us with information on new products and services or upcoming events. If at any time you no longer wish to receive such mailings, please email [info@fourmative.com](mailto:info@fourmative.com) to be removed from future mailings.

We will not share your information with any other businesses, either within or outside of the EU.

## Access to Personal Information and GDPR

You are welcome to see our GDPR policy. Please send an email to [info@fourmative.com](mailto:info@fourmative.com) to request a copy.

We have a 'right to erasure process' (your right to be forgotten). If you wish for your personal data to be erased, please make this request by emailing [info@fourmative.com](mailto:info@fourmative.com)

For other personal information, we make good faith efforts to provide you with access, so you can request that we correct the data if it is inaccurate. If you wish to contact us in writing rather than by email, then please contact:

# GDPR Policy Statement



## Access to Personal Information and GDPR continued



**Gary Hodgkiss, Data Protection Officer**

Fourmative Limited, 19 Chiltern View, Chinnor, OX39 4DD



We may decline to process requests that are unreasonably repetitive, require disproportionate technical effort, jeopardise the privacy of others, and are extremely impractical or for which access is not otherwise required by local law.

## How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## How to contact Fourmative Limited

We welcome your views about our website and our Privacy Policy. If you would like to contact us with any queries or comments, please send an email to [info@fourmative.com](mailto:info@fourmative.com)

# GDPR Policy Statement



## GDPR



Our Data Protection Officer is Gary Hodgkiss - email [ghodgkiss@fourmative.com](mailto:ghodgkiss@fourmative.com)

Fourmative Limited are familiar with GDPR and we understand our personal responsibilities.



### Personal Data

No personal data is transferred outside of the European Union.

When processing data, we undertake the following:

- The processing is lawful, fair and transparent
- Transparent about what the data is being used for
- Data is collected for a specific purpose
- The data is necessary for the purpose
- The data must be accurate and kept up to date
- Data is not kept for longer than necessary
- The data is kept safe and secure

We process sensitive information as a 'legitimate interest', such as personality profiling and other assessments for candidate feedback. We do process information on behalf of customers if they ask. Both of these activities are subject to strict privacy controls. For our policy on this, please contact the Data Protection Officer.

### Info



All storage is secure.

We have a notification process in place for any breach to the ICO.  
Our reference number is ZB986503

Approved by Gary Hodgkiss

Effective Date: 15<sup>th</sup> December 2025

Next Review Date: December 2026