

# Stuart Thomas Associates Ltd

## Structural and Civil Engineers Consulting Engineers

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## **Stuart Thomas Associates GDPR Company Statement**

STA holds the following data on clients within it computer system.

### **1. Personal data in the form of 'Outlook' contact details: -**

Name  
Company Name  
Email address  
Postal address  
Phone N<sup>o</sup>

This data is not shared with other organisations unless agreed as part of a project team.

### **2. Financial Data. STA operate Quickbooks book keeping system and holds the following data: -**

Company Name & Address  
Transaction History.

This data is shared with the firms accountants and with Inland Revenue as required by law, but with no other organisations.

Data stored on computers is not legally accessible by outside organisations and is protected by proprietary security software.

Personal data is accessible by staff members remotely by means of password protected 'outlook' connection.

Financial data is only accessible via the office server from within STA premises.