

1.0 Data Protection Policy

Pickford Precast Concrete Ltd

Policy Statement

Pickford Precast Concrete Ltd is committed to a policy of protecting the rights and privacy of individuals, staff and customers in accordance with The General Data Protection Regulation. Any breach of The General Data Protection Regulation (GDPR) is considered to be an offence and in that event, disciplinary procedures apply.

Legal Requirements

Data are protected by the General Data Protection Regulation, which came into effect on 25th May 2018. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, is processed with their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – staff must have the right to copies of their own data.

This Privacy Statement is dated May 25th 2018. We may amend it from time to time in order to reflect any changes to the way in which we process your personal data. In case of any such changes, the updated Data Protection Policy Statement will be posted on our website.

Purpose of data held by Pickford Precast Concrete Ltd

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data for the following purposes:

1. Staff Administration
2. Accounts & Records
3. Advertising, Marketing & Public Relations

In certain situations we will process personal data which is by its nature considered as more sensitive. This type of information may include your health data, trade union membership and biometric or genetic data. This type of data is only processed if absolutely necessary for the purposes of ensuring that we are complying with legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

CCTV is not in operation at either of our office locations, therefore your image will never be recorded if you visit our sites.

Data Protection Principles

In terms of the General Data Protection Regulation, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

1. Fairly and lawfully processed personal data

We will always put our logo on all paperwork, stating their intentions on processing the data and state if, and to whom, we intend to give the personal data. Also provide an indication of the duration the data will be kept.

2. Processed for limited purpose

We will not use data for a purpose other than those agreed by data subjects. If the data held by us are requested by external organisations for any reason, this will only be passed if data subjects agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by GDPR and Pickford Precast Concrete Ltd Data Protection Policy.

3. Adequate, relevant and not excessive

Pickford Precast Concrete Ltd will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

4. Accurate and up-to-date

We will provide all our staff members with a copy of their data once a year for information and updating where relevant. All amendments will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by us are accurate and up-to-date. Completion of an appropriate form will be taken as an indication that the data contained are accurate. Individuals should notify us of any changes, to enable personnel records to be updated accordingly.

5. Not kept longer than necessary

We discourage the retention of data for longer than it is required. All personal data will be deleted or destroyed by us after one year. Data held due to Legal Requirements will be deleted or destroyed by us after five to seven years.

6. Processed in accordance with the individual's rights

All individuals that Pickford Precast Concrete Ltd holds data on have the right to:

- Be informed upon the request of all the information held about them.
- Prevent the processing of their data for the purpose of direct marketing.
- The removal and correction of any inaccurate data about them.

Whenever we collect your personal data, you will be provided with the opportunity to 'opt out' to receiving marketing communications from us. We hope you will find our

communications useful but if you choose to opt out we must always comply with your request. Opting out does not prevent you subsequently from opting back in.

7. Secure

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

All Pickford Precast Concrete Ltd computers have a log in system and our Contact Database is password protected, which allow only authorised staff to access personal data. Passwords on all computers are changed frequently. All personal and financial data is kept in a locked filing cabinet and can only be accessed by the Executive officers. When staff members are using the laptop computers out of the office care should always be taken to ensure that personal data on screen is not visible to strangers.

8. Complaints about the use of personal data

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer Ray Austin. If you are not satisfied with our response or believe we are not processing your personal data accordance with the law, you can complain to the Information Commissioner's Office (ICO).