

## Introduction

Beardwell Construction Ltd needs to gather and use certain personal information about individuals. This may include categories such as customers, suppliers, business contacts, employees; sub-contractors, professional advisers and others with whom it does business.

This Personal Information Protection Policy describes how an individual's personal data must be collected, handled and stored to meet its legal compliance obligations under the General Data Protection Regulation (GDPR).

This Policy ensures that Beardwell Construction Ltd

- Complies with the requirements of the GDPR and best practice
- Protects the rights of all those whose personal information Beardwell Construction Ltd processes
- Is open as to how it stores and processes an individual's personal information
- Protects itself from the risk of breaching the requirements of the GDPR

## Protection of Personal Information

A senior member of staff is appointed to advise Beardwell Construction Ltd employees on the rules needed to ensure compliance with data protection laws. Its employees know who to approach if they have any questions regarding this Policy or anything related to the processing of personal information.

## Processing of Personal Information

All Beardwell Construction Ltd employees are trained in the need to ensure security of personal information and in particular heads of departments who are those responsible for day-to-day control of personal information. These responsibilities and categories are clearly defined in separate documentation within our Business Management System which complies with BS EN ISO 9001:2015.

## Processing Sensitive Personal Information

Employees are aware of how to identify sensitive personal information and how to process it lawfully and according to Beardwell Construction Ltd policy.

## Subject Access Requests

Subject access requests will be dealt with promptly and certainly within 1 month of the request. The information will be provided in a Personal Information Notice which will be in appropriate and clear language and will provide the information necessary for the enquirer to understand the nature and content of any personal information Beardwell Construction Ltd retains on that individual.

## Breaches in Personal Information Data Protection

All staff members have an obligation to report data protection breaches to a senior member of Beardwell Construction Ltd staff such as a director or contact the ICO if they have concerns relating to a breach. This will allow the appropriate personnel to investigate further and take the necessary steps to rectify the issue in a timely manner.

## Staff Training

Beardwell Construction Ltd employees are trained in personal information data protection, the requirements of the GDPR and the actions they are required to undertake. Training is delivered to all employees upon induction into the Beardwell Construction Ltd and refresher training will be delivered regularly and on any occasion that the requirements of the GDPR change.

## Privacy Notice

A privacy notice is published on the Beardwell Construction Ltd website.

## Consequences of Failing to Comply with This Policy

The consequences of failing to comply with this Policy and for any breaches of the GDPR are clearly outlined in the Beardwell Construction Ltd hand-book and may, in extreme cases, result in disciplinary action leading to dismissal.

This Personal Information Protection Policy is endorsed, maintained and reviewed annually by the Board of Directors of Beardwell Construction Ltd.



Duncan Clark  
Managing Director  
Beardwell Construction Ltd  
7<sup>th</sup> January 2019