

Introduction

We are fully committed to compliance with the requirements of the General Data Protection Regulations (GDPR), UK's Data Protection Act. We will therefore follow procedures that aim to ensure that all employees, contractors, agents, consultants or other servants of the business who have access to any personal data held by or on behalf of the business are fully aware of and abide by their duties and responsibilities under the Data Protection Acts.

Statement of Policy

In order to operate efficiently, we have to collect and use personal data about people with whom we work. These may include members of the public, current, past and prospective employees, clients, customers and suppliers. This personal information must be handled and dealt with properly, regardless of how it is collected, recorded and used, and whether it be on paper, in electronic format or recorded by other means, and there are safeguards within the GDPR and Acts to ensure this.

We regard the lawful and correct treatment of personal data as very important to our successful operation and to maintaining confidence between us and those with whom we carry out business. We will ensure that we treat personal data lawfully and correctly.

To this end we endorse and adhere to the Principles of Data Protection as set out within GDPR and Acts.

The Principles of Data Protection

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

We will abide by the Data Protection Principles for the UK.

The seven GDPR Principles require that personal data is:

Lawful, fair and transparent processing;

Purpose limitation;

Data minimization;

Accurate and up-to-date processing;

Limitation of storage;

Confidential and secure;

Accountability and liability.

Roles and Accountabilities

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

Management

In addition to the above, the management of the company are responsible for ensuring that all employees are aware of their obligations under the Data Protection Acts, this policy and the Data Protection Procedures, for the holding and processing of personal data.

All employees are responsible for:

Checking that personal data provided in connection with their employment is accurate and up to date;

Notifying us in writing if this data changes to ensure personal data is accurate and up to date, for example, change of address, name, etc;

Ensuring that any personal data, whether in electronic or paper format, is held and processed securely;

Following the company Data Protection Procedures.

Disclosure

Personal data will not be disclosed to a third party without the consent of the individual, unless the disclosure is permitted by law under statute, is necessary for the prevention or detection of crime or will prevent injury or harm to the individual or their property. All disclosure requests will be dealt with by the Director and in accordance with the company's Data Protection Procedures.

Implementation

The Company Directors will be responsible for the implementation of this policy. They will ensure that:

Sufficient data protection training is provided;

Data Protection procedures are developed, implemented and maintained;

Compliance checks are conducted to ensure adherence with the procedures and applicable Data Protection legislation.