

## DATA PROTECTION POLICY

### 1. INTRODUCTION

This document sets out Belvin Construction Limited's policy on the protection of the personal data of all business contacts to include (but not limited to) our customers, suppliers, employees, workers and other third parties. The below definitions apply to this policy:

*Data Subject – The individual who the data in question relates to, and who may be identified by the data.*

*GDPR – The European Unions General Data Protection Regulation*

*HMRC – The UK's tax regulator*

*The Company – Belvin Construction Limited, registered office Unit 4 Deepdale Enterprise Park, Deepdale Lane, Nettleham, Lincoln LN2 2LL and company number 10120828.*

*The Company Server – A secure internal server accessible by the Belvin team members and IT Support.*

### 2. GDPR ROLES

The Company is a small construction company and there is no legal requirement for a Data Protection Officer to be appointed for a business of this type and size.

The Company is the Data Controller of all Personal Data relating to our Company and Personal Data used in our business for our own commercial purposes

### 3. TYPES OF DATA

During the course of business, The Company obtains contact details of individuals (client, prospects, service providers etc). These individuals may be acting alone or as part of an organisation. These details are primarily email addresses, telephone numbers and postal addresses, but could also include LinkedIn and other contact information. These details may be considered to be within the scope of GDPR if, and only if they can be used to identify named individuals.

For the purposes of this policy, contact details that can be identified only with organisations, or with groups within organisations (i.e. a company office address or group email), are outside the scope of the GDPR.

The Company does not actively collect or store 'sensitive personal data' as defined in the GDPR, such as ethnic origin, religious or political beliefs. If such data is contained within a document that the company is provide with then:

- The Company will not use or share the data in any way, other than sharing the document, as necessary, with other parties involved in the project;
- The Company will delete the document if requested to do so by the Data Subject, after the work is completed.

#### **4. LAWFULLNESS AND FAIRNESS**

Personal data must be processed lawfully, fairly and in a transparent manner in relation to the Data Subject

The GDPR allows processing for specific purposes, some of which are set out below:

- the Data Subject has given his or her consent;
- the processing is necessary for the performance of a contract with the Data Subject;
- to meet The Company's legal compliance obligations;
- to pursue our legitimate interests for purposes where they are not overridden because the Processing prejudices the interests or fundamental rights and freedoms of Data Subjects.

#### **5. COLLECTING DATA**

##### **5.1 POSTAL ADDRESSES**

The Company, to comply with HMRC requirements, has to obtain postal addresses for all clients that we work for to enable them to be included in invoices that are issued. This information will be stored securely on the Company Server.

##### **5.2 EMAIL ADDRESSES**

The Company's employees will have automatically stored email addresses within their Company email accounts. These email accounts are password protected and can only be accessed by the individual employee who email address it relates.

The Company does not store these addresses in a separate file, unless they are group email addresses that The Company needs to refer to and these are held on the Company Server.

The Company does not collect email addresses via the website, individuals may press the contact us button on the website and put their email address in. The Company does not process this data or store it elsewhere afterwards.

##### **5.3 OTHER PERSONAL DATA**

The Company as part of normal business communication may store individuals telephone numbers (automatically or manually) in the contacts list on The Company's mobile phones or landline phones.

#### **6. USE OF DATA**

The Company's use of the Data described in 5 above is compliant with GDPR as it is used for contacting people within organisations or groups about work and related matters. This data is therefore held for a specified, explicit and legitimate purpose in accordance with GDPR.

## **7. SECURITY OF DATA**

Personal Data must be secured by appropriate technical and organizational measures against unauthorised or unlawful Processing, and against accidental loss, destruction or damage.

The data referred to in the above sections is stored on Company computers that are used by Company employees only and are password protected and supported by the Company Server. The Company email accounts, and mobile phones are password protected or require a PIN to enable access.

## **8. RETENTION OF DATA**

Personal Data must not be kept in an identifiable form for longer that is necessary for the purposes for which the data is processed.

The Data must not be kept for longer than needed for the legitimate business purpose or purpose for which it was originally collected including for the purpose of satisfying any legal, accounting or reporting obligation. For example, HMRC currently requires Companies to retain postal addresses for clients for 6 years for date last invoiced, after this date if requested by client or part of routine housekeeping then this record will be deleted.

## **9. SHARING OF DATA**

The Company will not share personal data with any other parties without the Data Subject's consent, unless it needs to be share with HMRC for tax audit purposes.

## **10. CONSENT**

The Company must only process Personal Data on the basis of one of more of the lawful bases set out in the GDPR, which include consent. A Data Subject consents to the Processing of their Personal Data if they indicate agreement clearly either by a statement or positive action to the Processing.

Data Subjects are able to withdraw consent to Processing at any time and on receipt of this request The Company will delete all details relating to that Subject (save for if it needs to meet an legal obligation such as to HMRC).

## **11. RIGHTS OF DATA SUBJECTS**

The Company acknowledges and respects the rights of Data Subjects under GDPR, included but not limited to:

- To be told, on request, what data The Company holds about them;
- To ask for data to be updated, deleted, restricted or moved, subject to legal requirements;
- To complain to the Information Commissioners Office about any alleged misuse of data.

On receipt of any request to update, delete, restrict or move data, The Company will give an initial response within 14 days, and carry out (if possible) the requested action within 28 days.

## **12. RESPONDING TO DATA BREACHES**

The GDPR requires The Company to notify Personal Data Breaches to the regulator and, in certain instances, the Data Subject. The Company will investigate any possible breach and if once investigated feels a breach has occurred resulting in a risk to anyone's privacy rights or freedoms they will then report it to the Information Commissioner's Office within 72 hours of determining this.

This Policy has been approved and authorised by:

Name: Lisa Turner

Signature: 

Position: Director

Date: 1.9.2023

Due for Review By: 1.9.2024