



## **P-17 - Data Protection Policy**

The Data Protection Act 2018 (DPA) regulates the way in which personal data is held and used. The type of personal data that we will hold, and process may include information about current, previous or prospective employees; clients and customers, suppliers and other organisations with which we have dealings. The Act covers both manual and electronic records. The 2018 Act modernises data protection laws in the UK to make them fit-for-purpose for our increasingly digital economy and society. As part of this the 2018 Act applies the EU's GDPR standards.

The Act also gives you certain rights. For employment purposes, the most important right is the right to access the personal data held by an employer about the employee.

### **Principles**

We will ensure that any person within the company who processes personal information will adhere to the eight principles of the Data Protection Act and will make sure that personal information is:

1. Processed fairly and lawfully and shall not be processed unless certain conditions are met;
2. Obtained for a limited, specified and lawful purpose and will not be processed in any manner incompatible with that purpose;
3. Adequate, relevant and not excessive for those purposes;
4. Accurate and kept up to date;
5. Only kept for as long as is necessary for the purpose for which it was obtained;
6. Processed in accordance with the data subject's rights;
7. Kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measure;
8. Not transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

These principles apply to obtaining, handling, processing, transportation and storage of personal data. Any employees or agents of the company who obtain, handle, process, transport and store personal data for the company must adhere to these principles at all times.

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### Personal data

Throughout employment and for as long a period as is necessary following the termination of employment, we will need to keep information for purposes connected with your employment, including recruitment and termination information.

These records may include:

- Information gathered about an employee and any references obtained during recruitment;
- Details of terms of employment;
- Payroll, tax and National Insurance information;
- Performance information;
- Details of grade and job duties;
- Health records;
- Absence records, including holiday records and self-certification forms;
- Details of any disciplinary investigations and proceedings;
- Training records;
- Contact names and addresses;
- Correspondence with the organisation and other information provided to the organisation.

We believe these uses are consistent with the employment relationship and within the principles of the DPA. The information held will be for management and administrative use only, but from time to time, the Company may need to disclose some information held about you to relevant third parties (e.g. where legally obliged to do so by the Inland Revenue or requested to do so by an employee for the purposes of giving a reference). We may also transfer information to another group or organisation, solely for purposes connected with your career or the management of our business.

We may also hold the following information about you. Disclosure of this information to any person will be made only when strictly necessary and for the purposes set out below:

<b>Your personal data</b>	<b>Reason for disclosure</b>
Information about your health	To comply with Health & Safety or Occupational Health requirements
Your health	To ensure any reasonable adjustments are being considered under the disability legislation
Your personal details	To ensure correct administration of insurance, pension, sick pay or any other benefits in force from time to time
Information about any unspent convictions	To enable us to assess the applicant's suitability for employment

Within your Statement of Terms and Conditions of Employment/Contract of Employment, there is a clause regarding data protection and the signing of the document, signifies your consent for the holding and processing of your personal information.

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#### **Sensitive Personal Data**

Sensitive personal data includes information relating to the following matters:

- Your racial or ethnic origin;
- Your political opinions;
- Your religious or similar beliefs;
- Your trade union membership;
- Your physical or mental health or condition;
- Your sex life;
- The commission or alleged commission of any offence by you.

Your express written consent to hold any of the above data must be sought at the point at which sensitive personal data is collected.

#### **Employee Responsibilities**

To ensure that we comply with our obligations under the Data Protection Act, you must:

- Check that the personal data you provide to us is accurate and any information is kept up to date, i.e. change of address or next of kin details;
- Comply with all aspects of this policy, if you, as part of your role, are required to collect information about other employees or third parties.

#### **Storage of data**

You are responsible for ensuring that any personal data which you handle, or hold is kept securely and that personal information is not disclosed either orally or in writing or otherwise to any unauthorised third party.

#### **Access to Personal Data (“Subject Access Requests”)**

You have the right to access personal data held about you. We will arrange for you to be provided with copies of documents or, for any voice recordings, hear all personal data held about you within 40 days of receipt of a written request and subject to a £10.00 administration fee.

Personal information will only be released to the individual to whom the information relates. If you release personal information to anyone who is not permitted to have access to this information, you may be subject to the disciplinary process and this may be considered a criminal offence.

If you feel that that you are being denied access to personal information you are entitled to see or believe your personal information has not been handled according to the eight principles outlined in this policy, you can contact the Information Commissioners’ Office for help.

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**Retention and Disposal of Data**

All information about you will be kept in line with the statutory requirements.

Any documents containing personal information will be disposed of securely and paper copies will be shredded.

Signed:

A handwritten signature in black ink, appearing to read 'Steven Deans', with a long horizontal flourish extending to the right.

Steven Deans  
Managing Director

June 2019