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General Data Protection Regulation (GDPR)

Policy statement

Oakleaf Electrical Contractors Ltd is committed to a policy of protecting the rights and privacy of individuals, companies and other organisations in accordance with the GDPR. The policy applies to all staff at Oakleaf Electrical Contractors Ltd. Any breach of the GDPR is considered to be an offence and in that event, disciplinary procedures apply.

As a matter of good practice, any new employees working at Oakleaf who have access to personal information, will be expected to read and comply with this policy. It is expected that any staff who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

Legal Requirements

Data is protected by the GDPR, which comes into effect from 25 May 2018. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed without their knowledge, and, wherever possible, is processed without 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.

Purpose of data held by Oakleaf Electrical Contractors Ltd

Data may be held by us for the following purposes:

- Staff Administration; and
- Accounts and Records.

Data Protection Principles

In terms of the GDPR, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data is, or is 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 our intentions on processing data and state if, and to whom, we intend to give the personal data. We will also give 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 (individuals/companies). If the data held by us is requested by external organisations for any reason, this will only be passed if data subjects (individuals/companies) 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 the GDPR and Oakleaf Electrical Contractors Limited's General Data Protection Regulation Policy.

3. Adequate, relevant and not excessive

Oakleaf will monitor the data held for its purposes, ensuring it holds neither too much nor too little data in respect of the individuals about whom the data is held. If data given or obtained is deemed to be excessive for such purpose, they will be immediately deleted or destroyed.

4. Accurate and up-to-date

We will provide our staff 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 is accurate and up-to-date. Completion of an appropriate form (provided by us) will be taken as an indication that the data contained is accurate. Individuals should notify us of any changes, to enable personnel records to be updated accordingly. It is the responsibility of Oakleaf Electrical Contractors Ltd to act upon notification of changes to data, amending them where relevant.

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 of non-membership has elapsed.

6. Processed in accordance with the individual's rights

All individuals that Oakleaf Electrical Contractors Ltd hold data on have the right to:

- Be informed upon the request of all the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing.
- Compensation if they can show that they have been caused damage by any contravention of the Act.
- The removal and correction of any inaccurate data about them.

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 Oakleaf Electrical Contractors Ltd computers have a log in system 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 a delegated member of staff. When staff members are using laptop computers out of the office, care should always be taken to ensure that personal data on screen is not visible to strangers.

8. Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. Oakleaf Electrical Contractors Ltd takes particular care to be aware of this when publishing information on the Internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on a website that can be accessed from outside the European Economic Area.