



Data Protection Policy

Ashton Scaffolding Services Ltd is committed to protecting and respecting the privacy of individuals whose personal data we collect, use, and process. This policy outlines how we comply with the UK GDPR and the Data Protection Act 2018.

Key Principles

We adhere to the following principles:

1. Personal data is processed lawfully, fairly, and transparently.
2. Data is collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
3. Data is adequate, relevant, and limited to what is necessary.
4. Data is accurate and kept up to date where applicable.
5. Data is retained only for as long as necessary.
6. Data is processed securely to ensure its integrity and confidentiality.

Data We Collect

We may collect the following types of personal data:

- Staff: Names, addresses, contact details, employment records.
- Customers: Names, contact details, payment information, project specifications.

Retention Period

Data will be retained for no longer than 3 years unless otherwise required by law. After this period, it will be securely deleted.

Rights of Data Subjects

Individuals have the right to:

1. Access their data.
2. Rectify inaccurate data.
3. Erase their data ("right to be forgotten").
4. Restrict processing of their data.
5. Data portability.
6. Object to processing.

Requests should be addressed to us in writing, and we will respond within 28 days.

Security Measures

- We implement encryption and password protection.
- Access to personal data is restricted to authorized personnel only.
- Regular staff training on data protection principles is conducted.

Data Breaches

In the event of a data breach, we will notify the ICO within 72 hours and affected individuals as required.

This policy is reviewed regularly to ensure compliance with legislative changes.

Signed

A handwritten signature in black ink, appearing to be 'Paul Farmer', with a long horizontal stroke extending to the right.

Paul Farmer
Director
27/03/2025