



GDPR Policy

GDPR Compliance Programme

Ashton Scaffolding Services Ltd maintains an ongoing GDPR compliance programme to ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This programme includes:

- Regular reviews of data protection policies and procedures.
- Monitoring and auditing of data processing activities.
- Maintaining records of processing activities where required.
- Regular reviews of data retention schedules.

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.

Roles and Responsibilities

All employees, workers, contractors, and temporary staff are responsible for protecting personal data and ensuring that information is handled securely at all times.

Management is responsible for:

- Ensuring compliance with data protection legislation.
- Providing adequate resources and training.
- Monitoring compliance throughout the organisation.
- Investigating and responding to data protection incidents and breaches.

Employees are responsible for:

- Handling personal and sensitive data in accordance with this policy.
- Reporting suspected data breaches immediately.
- Following company procedures regarding the collection, storage, transmission, and disposal of personal information.

Special category (sensitive) data shall be processed only where there is a lawful basis to do so and access shall be restricted to authorised personnel with a legitimate business need.

Information and IT Security Arrangements

To protect personal data from unauthorised access, loss, misuse, alteration, or disclosure, Ashton Scaffolding Services Ltd has implemented appropriate technical and organisational security measures, including:

- Password-protected computers, laptops, tablets, and mobile devices.
- Multi-factor authentication where applicable.
- Firewall protection on company networks.
- Anti-virus and anti-malware software with regular updates.
- Secure backup procedures and recovery arrangements.
- Controlled access permissions to systems and electronic records.
- Encryption of confidential information where appropriate.
- Secure disposal of electronic and paper records containing personal data.

Data Protection Training

All relevant staff receive data protection and information security training as part of their induction process and periodic refresher training thereafter.

Training covers:

- UK GDPR requirements.
- Safe handling of personal and sensitive information.
- Recognising and reporting data breaches.
- Cyber security awareness.
- Data retention and disposal requirements.

Data Breaches

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

Policy Review

- This policy will be reviewed at least annually and whenever there are significant changes to legislation, regulatory guidance, business operations, or information security arrangements.

Approved by:

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

Paul Farmer
Director