



DATA PROTECTION POLICY STATEMENT

I D Corcoran Building Contractors Ltd is committed to protecting the privacy and security of all data held.

This policy describes how we protect data during in accordance with the General Data Protection Regulation (GDPR) and data protection legislation.

The Data Protection Act 2018 protects against the misuse of personal data and may cover both manual and electronic records.

All records held on computer and certain manual files may fall within the Data Protection Act, depending on the ease of access to data within the file. However, for consistency and good practice, the Company will adopt the same approach for all data held.

The Act requires that any data held by the company should be;

- used fairly, lawfully and transparently.
- used for specified explicit purposes.
- used in a way that is adequate, relevant and limited to only what is necessary.
- accurate and, where necessary, kept up to date.
- kept for no longer than is necessary.
- handled in a way that ensures appropriate security, held securely including protection against unlawful or unauthorised processing, access, loss, destruction or damage.
- not transferred to a country outside the European Economic Area unless there is an adequate level of data protection in that country.

Our process/procedures;

- ensure that the legal basis for processing personal data is identified in advance and that all processing complies with the law.
- not do anything with the data held that the individual would not expect given the content of this policy and the privacy notice.
- ensure that appropriate privacy notices are in place advising staff and others how and why their data is being processed, and, in particular, advising data subjects of their rights.
- only collect and process the sensitive data that is needed for purposes it has identified in advance.
- ensure that, as far as possible, the data held is accurate, or a system is in place for ensuring that it is kept up to date.
- only hold onto data for as long as needed, after which time it will be securely erased or destroyed.
- ensure that appropriate security measures are in place so that personal data can only be accessed by those who need to access it and that it is held and transferred securely.

Who has access to data held within the company:

We may share information with third parties where required by law, where it is necessary or where we have another legitimate interest in doing so.



Recipients of data may include third-party service providers (other members of staff within the company), other related business entities, a regulator or to otherwise comply with the law.

Where we do so, we will require third parties to respect the security of data and to treat it in accordance with the law.

We may transfer personal information outside the EU. If we do, it is to be expected a similar degree of protection is in place in respect of this information.

All members of staff are responsible for ensuring that any data which they hold is kept securely and not disclosed to any unauthorised third parties. We will ensure that all information is accessible only to those who have a valid reason for using it.

Security of data:

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to personal information to those employees, agents, contractors and other third parties who have a business need to know.

We have put in place procedures to deal with any suspected data security breach and will notify the individual and any applicable regulator of a suspected breach where we are legally required to do so.

We have in place appropriate security measures including:

- Keep all sensitive data in a lockable cabinet with key controlled access.
- Password protect personal/sensitive data held electronically.
- Archive data which is then kept securely.
- Ensure that PC screens are not left unattended without password protected screensaver being used so data is only visible to authorised members of staff.
- Ensure all visitors are accompanied whilst on the premises.
- Any individuals who need access to view various documentation containing sensitive data (e.g. external IT support, auditors etc.) are to sign the 'Data Access Memo' that is currently in place to protect any sensitive information held in agreement of the conditions stated within it.

In addition, we will put in place appropriate measures for the deletion of data - manual records will be shredded or disposed of as 'confidential waste' and appropriate contract terms will be put in place with any third parties undertaking this work. Hard drives of redundant PCs will be wiped clean before disposal or, if that is not possible, destroyed physically. This policy also applies to members of staff who process sensitive data 'off-site' e.g. when working at home, and in these circumstances additional care must be taken regarding the security of all data.

How we decide how long to retain data:

We hold a variety of data from all clients, employees, suppliers and sub-contractors new and old. We will only retain information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for data we consider the amount, nature, and sensitivity of the data as well as the potential risk of harm from unauthorised use or disclosure of



data, the purposes for which we process data, whether we can achieve those purposes through other means and the applicable legal requirements.

I D Corcoran Building Contractors Ltd reviews the need to remove data accordingly, whether it has been requested by the individual or it is no longer needed.

Changes to the privacy policy:

I D Corcoran Building Contractors Ltd reserves the right to update this privacy notice at any time and we will provide a new privacy notice when we make any substantial updates. This policy will be reviewed annually from the date of the last review and/or change (whichever is the latest) to ensure its continuing relevance and accuracy. We may also notify in other ways from time to time regarding the processing information.

Signature: 

Name: Mrs B J Corcoran

Position: Director

Date: 25th May 2022

Review Date: 25th May 2023