

Ian Heams electrician - Data Protection Policy

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Definitions

Contractors includes all contractors or subcontractors who are, or have been, carrying our work for the company or any customer or contractor to whom the company is contracted, or has been contracted, to carry out work.

Company includes Ian Heams, all employees and contractors that from time to time are or have been employed by or are contracted with Ian Heams and any one or company that may be seen as an agent of Ian Heams for the execution of tasks associated with the operation of work undertaken by Ian Heams, his employees or contractors and only then in connection with tasks undertaken directly for Ian Heams.

processing means any operation or set of operations which is performed on personal data, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Restriction of processing means the flagging of stored personal data with the aim to limit it's future processing.



General Data Protection Statement.

As a sole trader and proprietor of this company, Ian Heams electrician, I, and the company, are committed to keeping any personal data that we hold in electronic form safe, and private. We comply with the General Data Protection Regulations (GDPR) which came into force in May 2018. All personal data about you is held only with your expressed consent, and your rights, as expressed in the General Data Protection Regulations as the rights of the individual, are respected by the company.

It is sometimes necessary to share personal data with other companies or authorities for legal reasons or in pursuance of work we have undertaken to perform. If this is necessary we will always attempt to inform you and obtain your permission before doing so, unless there is an overriding, compelling legal reason why your permission has to be waived.

Apart from the exceptions noted above, we will not pass your personal data on to any third party for marketing, sampling or any other purpose and we will not sell your personal information to any third party. We will not make contact with you for purely marketing purposes of our own, unless you have opted for us to do so.

All personal data held by us is held securely and great efforts are made to ensure it is not stolen, or copied except by trusted members of our staff for business purposes, including those outlined above. Because of the long term nature of much of the work that we do, all data, including personal data, will be held for the life of the company so a record is available for any future enquiry.

If you have any queries about our data protection policy, or wish to exercise any of your rights, including the right to be forgotten or the right to see what information we hold about you please contact me. For more information please see our data protection policy, a copy of which is available on request.

1.0 Extent of Personal Data held by the company and duration:

1.1 Staff administration

This will include names and addresses of casual staff, as well as permanent employees, sub contractors and their employees and contractors to whom the company may have contracted and their employees. The extent of the information held will vary but may extend to things such as bank account details, National insurance and Construction Industry Scheme numbers and references, as well as telephone contact numbers, addresses and dates of birth to facilitate communication and payment where necessary, and to allow work to be planned, put in hand and completed.

Data in this category will be held for the life of the company but will be in an archived file held off line after a period of 12 months following the person concerned formally leaving or ceasing contact with the company. This is to enable the company to respond to requests from

the employee or contractor concerned, or other legitimate party, following the termination of the employees or contractors' association with the company.

1.2 Customers and other contractors

This will include names and addresses of customers and contractors for whom we are undertaking work, including the names of agents and contacts working on behalf of the customer or contractor. Items such as contact telephone numbers and e-mail addresses will also be held to facilitate contact and bank account details for payment and, if necessary, accounting purposes. As this information will form part of the company's customer data base it will be kept for the life of the company, and any data mixed in with details of work undertaken archived in secure storage after the contract is completed.

It is assumed that any personal data passed on to us by other contractors or companies will have been subject to their own Data Protection policies and procedures, and permission obtained to allow us to have the information. All data received in this way will be treated as if it has been obtained directly from the people concerned and subject to this policy and regulations.

Personal data may be used occasionally for Advertising, Marketing and Public Relations purposes but then only in connection with our own business activities and additional consent will be sought before any data is used in this way.

Please see section 3 for more information on this subject.

2 Categories of Data not held by the company

2.1 Personal Data in the following categories is not held by the company

- . Accountancy and auditing
- Administration of justice - including police and probation boards
- Administration of membership association records
- Advertising, marketing and public relations for others
- Canvassing political support amongst the electorate
- Charities - including housing associations
- Constituency casework
- Consultancy and advisory services
- Councils
- Credit referencing
- Crime prevention and prosecution of offenders (including CCTV systems)
- Debt administration
- Education – including schools

- Emergency services - including ambulance and fire service
- Health administration and provision of patient care - including medico legal, pharmacists, optometrists and dentists
- Insolvency practices
- Insurance administration
- Journalism and media
- Legal services
- Leisure – including airlines and TV/radio stations
- Loyalty cards
- Mortgage/ insurance broking
- Pastoral care
- Pensions administration
- Personal information processed by or obtained from a credit reference agency
- Private investigation
- Property management - including the selling and/ or letting of property
- Provision of childcare ie childminder
- Provision of financial services and advice
- Recruitment
- Research
- Social - including networking sites or dating agencies
- Software development - including web hosting and design or IT support
- Trading and sharing in personal information
- . Training

3 Sharing and other transfer of information to third parties

3.1 Trading and sharing of Personal Data for profit or marketing purposes.

we will not pass your personal data on to any third party for marketing, sampling or any other purpose and we will not sell your personal information to any third party. We will not make contact with you for purely marketing purposes of our own, unless you have opted for us to do so.

3.2 Disclosure of information concerning employees or contractors.

Personal data in the category Staff Administration, in section 1 of this document, will not be shared with any third party except the following circumstances

- . Registration with HMRC for the purposes of employment or contractual arrangements.
- . The negotiation of contracts with the company.

. Identification of the employee or contractor to customers, site owners or those responsible for site security for the purposes of facilitating work on behalf of the company.

. Requests for references from other employers or for more general information concerning the employees or contractors association with the company from the employee or contractor concerned or from other legitimate, official authorities such as HMRC and the employee's or contractors legal representative.

Whenever it is necessary to disclose personal data concerning an employee or contractor, the request will be made known to the employee or contractor concerned and their permission obtained before any disclosure takes place, unless that permission is over-ridden by a compelling legal requirement.

3.3 Disclosure of information concerning customers or those making enquiries

It is sometimes necessary to share personal data with other companies or authorities for legal reasons or in pursuance of work we have undertaken to perform. If this is necessary we will always attempt to inform them and obtain their permission before doing so, unless there is an overriding, compelling legal reason why that permission has to be waived.

4.0 Arrangements for the protection of personal data.

All personal data held by us is held securely and great efforts are made to ensure it is not stolen, or copied except by trusted members of our staff for business purposes, including those outlined above. Because of the long term nature of much of the work that we do, all data, including personal data, will be held for the life of the company so a record is available for any future enquiry.

Personal data is held in encrypted form on a password protected disk drive. It is accessible only to trusted staff members who have the appropriate encryption and drive pass words, which are otherwise kept secret

All equipment on the network is regularly swept for viruses or malicious software.

Any breaches of security is notified to customers, Staff or others affected, immediately it is detected.

5.0 Arrangements for the execution of the rights of data subjects.

All requests for the exercise of any personal rights in connection with data held by us should be notified to Ian Hems or a company representative.

Although not necessarily constituting a complaint, all such requests will be logged under the complaints procedure and the complaints procedure then followed until a resolution of the query or request is achieved.

Rights that may be exercised by the individual include:

- The right to be forgotten (erasure)
- The right to see what information is held (access)
- The right to be informed
- The right to rectification
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

