

## Data Protection/Privacy Policy

R W Hill Piling Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

This policy is effective from 16/04/2018

### What we collect

We may collect the following information

- Personal details i.e. address, bank, work history etc. for employment reasons
- Passport/Right to work documentation for legal reasons
- Family contact details in case of emergency
- Medical information in case of emergency
- Qualifications for training and Health & Safety reasons
- Driving Licence details for right to drive and insurance reasons
- Vehicle monitoring (company vehicles) for fuel consumption, timekeeping, tax and insurance reasons
- CCTV monitoring for Health & Safety and timekeeping

### DATA PROTECTION LAW

The Data Protection Act describes how organisations – including R W Hill Piling Limited – must collect, handle and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act is underpinned by eight important principles. These say that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside of the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

## **1. POLICY SCOPE**

This policy applies to:

- The head office of R W Hill Piling Limited
- All staff of R W Hill Piling Limited
- All subcontractors and other people working on behalf of R W Hill Piling Limited

## **2. RESPONSIBILITIES**

Everyone who works for or with R W Hill Piling Limited has some responsibility for ensuring data is collected, stored and handled appropriately.

Each team that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

## **3. GENERAL STAFF GUIDELINES**

- The only people able to access data covered by this policy should be those who need it for their work
- Data should not be shared informally. When access to confidential information is required, employees can request it from the office.
- Employees should keep all data secure, by taking sensible precautions
- Personal data should not be disclosed to unauthorised people, either within the company or externally
- Data should be regularly reviewed and updated if it is found to be out of date. If no longer required, it should be deleted and disposed of

## **4. DATA STORAGE**

These rules describe how and where data should be safely stored. When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it.

- When not required, the paper or files should be kept in a locked drawer or filing cabinet
- Employees should make sure paper and printouts are not left where unauthorised people could see them, like on a printer.
- Data printouts should be shredded and disposed of securely when no longer required.
- Electronic data should be on a secure server with limited access

## 5. SUBJECT ACCESS REQUESTS

All individuals who are the subject of personal data held by R W Hill Piling Limited are entitled to:

- Ask what information the company holds about them and why
- Ask how to gain access to it
- Be informed how to keep it up to date
- Be informed how the company is meeting its data protection obligations

If an individual contacts the company requesting information, this is called a subject access request.

Subject access requests from individuals should be made by email, addressed to [sarah@hillpiling.com](mailto:sarah@hillpiling.com). Sarah will aim to provide the relevant data within 14 days after verifying the identity of anyone making a request.

## 6. DISCLOSING DATA FOR OTHER REASONS

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject. If the request is legitimate, R W Hill Piling Limited will disclose requested data. R W Hill Piling Limited will NEVER sell data.

## 7. PROVIDING INFORMATION

R W Hill Piling Limited aims to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights

Signed on behalf of R W Hill Piling Limited



Mr Howard Sidebottom

Managing Director

Date 16/04/2018

