

Data Protection Policy

Company Name: MDD Fabrication & Engineering Limited

Effective Date: 24/02/2025

Review Date: 24/02/2026

1. Purpose

This Data Protection Policy outlines how MDD Fabrication & Engineering Limited collects, processes, stores, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all employees, contractors, and third parties who handle personal data on behalf of the company.

3. Principles

MDD Fabrication & Engineering Limited adheres to the following data protection principles:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

4. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Rectify inaccurate data
- Erase data (right to be forgotten)
- Restrict processing
- Data portability
- Object to processing
- Not be subject to automated decision-making

5. Data Security

Appropriate technical and organisational measures are in place to protect personal data from unauthorised access, alteration, disclosure, or destruction.

6. Data Breach

In the event of a data breach, the company will follow its incident response plan and notify the Information Commissioner's Office (ICO) and affected individuals where required.

7. Responsibilities

All staff are responsible for ensuring personal data is handled in accordance with this policy. The Data Protection Officer (DPO) oversees compliance and provides guidance.

Privacy Notice

MDD Fabrication & Engineering Limited is committed to protecting your privacy. This notice explains how we collect, use, and protect your personal data.

1. Data Controller

MDD Fabrication & Engineering Limited is the data controller responsible for your personal data.

2. What Data We Collect

We may collect the following types of personal data:

- Name
- Contact details
- Employment information
- Financial information
- Technical data (e.g., IP address)

3. How We Use Your Data

We use your data to:

- Provide services
- Manage our relationship with you
- Comply with legal obligations
- Improve our services

4. Legal Basis for Processing

We process personal data based on one or more of the following legal grounds:

- Consent
- Contractual necessity
- Legal obligation
- Legitimate interests

5. Data Sharing

We may share your data with third parties where necessary for service delivery or legal compliance. We ensure all third parties respect the security of your data.

6. Data Retention

We retain personal data only as long as necessary to fulfil the purposes for which it was collected, including legal, accounting, or reporting requirements.

7. Your Rights

You have rights under data protection laws, including access, correction, erasure, restriction, and objection. You may contact us to exercise these rights.

8. Contact Us

If you have any questions about this notice or how we handle your data, please contact our Data Protection Officer at: [Insert Contact Details]