



# **Data Protection Policy and Privacy Notice**

Version 1

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<sup>1</sup> This is a controlled document. Release to persons not employed by JDB Contractors and Son Ltd, trading as JDB Specialist Tree Services must first be authorised by the Managing Director Paul Denning (PD).

### Table of Amendments and Updates

Version	Date	Detail	Author
1	26/07/2023	First version	PH
2	08/07/2024	Review	PH
2	08/07/2025	Review	PH

<b>Compiled by:</b>	Phil Hyatt
<b>Approved by:</b>	Paul Denning
<b>Date:</b>	26th July 2023
<b>Due date for review</b>	8th July 2026

## **1 Introduction**

JDB Contractors and Sons LTD (hereinafter referred to as "the Company") is committed to protecting the personal data of its customers, employees, contractors, and any other individuals whose data it processes. This Data Protection Policy outlines the principles and procedures that the Company adheres to to safeguard personal data in compliance with applicable data protection laws and regulations.

## **2 Policy Scope**

This policy applies to all personal data collected, processed, stored, or transmitted by the Company, whether electronically or in hard copy, and encompasses all employees, contractors, and third-party entities that handle personal data on behalf of the Company.

## **3 Data Protection Principles**

3.1. Lawfulness, Fairness, and Transparency: The Company will process personal data lawfully, fairly, and transparently, providing individuals with clear and concise information about how their data will be used.

3.2. Purpose Limitation: Personal data will only be collected for specific, explicit, and legitimate purposes, and it will not be further processed in a manner incompatible with those purposes.

3.3. Data Minimisation: The Company will only collect and process personal data that is adequate, relevant, and limited to what is necessary for the intended purpose.

3.4. Accuracy: The Company will take reasonable steps to ensure that personal data is accurate and will be updated as necessary to maintain its accuracy.

3.5. Storage Limitation: Personal data will be retained for no longer than necessary for the purposes it was collected unless required for legal or regulatory purposes.

3.6. Integrity and Confidentiality: The Company will implement appropriate technical and organisational measures to ensure the security, integrity, and confidentiality of personal data.

3.7. Accountability: The Company is responsible for ensuring compliance with data protection laws and regulations and will be accountable for the data it processes.

## **4 Data Collection and Processing**

4.1. Lawful Basis: The Company will identify and document the lawful basis for processing personal data, which may include consent, contract performance, legal obligations, legitimate interests, or public interest.

4.2. Data Subjects' Rights: The Company will respect the rights of data subjects, including the right to access, rectify, erase, restrict processing, object to processing, and data portability. Requests from data subjects will be handled promptly and in accordance with the law.

4.3. Consent: When relying on consent as the lawful basis for processing personal data, the Company will obtain explicit and freely given consent from data subjects, and individuals will have the right to withdraw their consent at any time.

4.4. Sensitive Data: The Company will handle sensitive personal data, such as health information or biometric data, with extra care, and processing will only occur where specifically authorised by law or with explicit consent.

## **5 Data Security**

5.1. Data Protection Measures: The Company will implement appropriate technical and organisational measures to protect personal data from unauthorised access, loss, destruction, alteration, or disclosure.

5.2. Employee Training: All employees and authorised individuals will receive regular training on data protection principles, data security practices, and their responsibilities in handling personal data.

5.3. Breach Notification: In the event of a data breach that risks individuals' rights and freedoms, the Company will promptly notify the relevant authorities and affected data subjects.

## **6 Data Sharing and Third Parties**

6.1. Third-Party Processors: When engaging third-party processors to handle personal data on behalf of the Company, the necessary contracts and agreements will be in place to ensure the third parties comply with data protection requirements.

6.2. International Data Transfers: If personal data is transferred to countries outside the European Economic Area (EEA) or other regions with differing data protection regulations, the Company will take appropriate safeguards to ensure the data's protection.

## **7 Data Protection Officer (DPO)**

7.1. The Company will designate a Data Protection Officer (DPO) responsible for overseeing data protection activities, providing advice, and ensuring compliance with data protection laws.

## **8 Policy Review**

8.1. This Data Protection Policy will be reviewed and updated as necessary to ensure its continued relevance and compliance with evolving data protection laws and best practices.

Signed: 

Paul Denning, Managing Director

[Authorised Company Representative]

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## Privacy Notice

### Introduction

JDB Contractors and Sons LTD (hereinafter referred to as "the Company") is committed to protecting the privacy and confidentiality of personal data. This Privacy Notice explains how the Company collects, uses, shares, and protects personal data following applicable data protection laws.

### Types of Personal Data Collected

The Company may collect and process the following types of personal data:

- Contact Information: Name, address, email address, and phone numbers.
  - Identification Information: Date of birth, national identification numbers, and passport details.
  - Employment Information: Job title, work experience, and qualifications.
  - Financial Information: Bank account details and payment information.
  - Health Information: Medical records and health-related data (only when necessary and with explicit consent).
  - Communications: Correspondence and interactions with the Company.
- Purpose of Data Processing

The Company may process personal data for the following purposes:

- To provide services or products requested by individuals.
- To process employment applications and manage employee records.
- To comply with legal and regulatory obligations.
- To communicate with individuals regarding products, services, or job opportunities.

- To conduct marketing activities with individuals' consent.
- Legal Basis for Processing

The Company will process personal data based on the following legal bases:

- Consent: Processing with explicit consent from the data subject.
- Contractual Obligation: Processing necessary for the performance of a contract.
- Legal Compliance: Processing required to fulfil legal obligations.
- Legitimate Interests: Processing based on legitimate business interests.

#### **Data Sharing and Transfers**

The Company may share personal data with:

- Third-party service providers who assist in the delivery of services or products.
- Regulatory or government authorities to comply with legal requirements.
- Other entities in the case of a merger, acquisition, or reorganisation.

Personal data may be transferred to countries outside the European Economic Area (EEA) or other regions with different data protection laws. In such cases, the Company will ensure appropriate safeguards are in place.

#### **Data Security and Retention**

The Company implements security measures to protect personal data from unauthorised access, loss, or disclosure. Personal data will be retained for as long as necessary to fulfil the purposes for which it was collected unless required for legal or regulatory purposes.

#### **Data Subjects' Rights**

Individuals have the following rights regarding their data:

- Right to Access: Request access to the personal data held by the Company.
  - Right to Rectification: Request corrections to inaccurate or incomplete data.
  - Right to Erasure: Request the deletion of personal data, subject to legal obligations.
  - Right to Restriction: Request the limitation of data processing under certain circumstances.
  - Right to Data Portability: Request the transfer of personal data to another controller.
  - Right to Object: Object to the processing of personal data in specific situations.
- Contact Information

#### **Handling of DBS certificate information**

## **General principles**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, JDB Contractors and Sons Ltd complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation about the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

## **Storage and access**

Certificate information should be kept securely, in lockable, non-portable storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## **Handling**

Following section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information have been revealed, and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

To note: organisations which are inspected by the Care Quality Commission (CQC) or Ofsted, and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW ) may be legally entitled to retain the certificate for inspection.

In addition, organisations that require retention of certificates to demonstrate 'safer recruitment' practices to safeguard audits may be legally entitled to retain the certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, and General Data Protection Regulation (GDPR), and incorporated within the individual organisation's policy on the correct handling and safekeeping of DBS certificate information.

## **Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or the completion of safeguarding audits.

Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

## **Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

## **Acting as an Umbrella Body**

Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the [code of practice](#) and in full accordance with this policy.

We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

If you have any questions or wish to exercise your data rights, please contact:

Data Protection Officer (DPO)

***Amanda Denning, Office Manager.***

***Tel: 01189733943***

***Email: [Info@Jdbcontractors.co.uk](mailto:Info@Jdbcontractors.co.uk)***



## Policy Review

This Privacy Notice will be reviewed and updated as needed to ensure its compliance with data protection laws and best practices.

Signed: 

Paul Denning, Managing Director

[Authorised Company Representative]