



SFTS

GDPR POLICY

SFTS-QUAL-0002



Rev. 01

30.11.2022

Page 1 of 4

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<i>Prepared</i>	<i>Approved</i>
Joe McFall SAP/Director	John Clift SAP/Director
	

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SFTS-QUAL-0002

Rev. 01

30.11.2022

Page 2 of 4

REVISION SUMMARY

Date	Revision	Prepared	Approved
30.11.2022	01	Joe McFall SAP/Director	John Clift SAP/Director

	GDPR POLICY		SFTS-QUAL-0002
			Rev. 01 30.11.2022
	Page 3 of 4		

GDPR Policy

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details).
- Personnel Current and Expired Training Certificates along with Dates of Issue and Expiry.
- Personnel Past Working History.
- Personnel References.
- Next of Kin/ Family Relations for Emergency Contact situations.
- Criminal conviction and offences data – although this will only be identified where we require to keep this information for specific projects.
- Drug and Alcohol Offences – where this data is subject to the Operative being withdrawn from a specific working location, i.e., High Voltage Substation, and this is due to their Health and safety and those of the Working parties they may be part of.
- Website user statistical information.
- Customer financial information.
- We will not hold your Internet Protocol Details; however, this may become visible to us when utilising Company Supplied Electronics.
- Information relating to Injury whilst working on our works.

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For Employment (skills and certificates related to the role).
- For payment.
- For ensuring compliance with a contract.
- For Health and Safety in the workplace.

We also receive personal information indirectly, from the following sources:

- Recruitment Agencies
- Personal recommendations

We use the information that you have given us to maintain records for the purpose of applying for works and completing tender information, along with the requirement to get in touch with individuals as required.

We may share this information with Clients where required, preference will always be to provide this information with redacted copies, unless the Client requests otherwise.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You can remove your consent at any time. You can do this by contacting joseph.mcfall@sfts-hv.com or john.clift@sfts-hv.com
- We have a contractual obligation.
- We have a legal obligation.

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	GDPR POLICY		SFTS-QUAL-0002
			Rev. 01 30.11.2022
	Page 4 of 4		

- We have a vital interest.
- We have a legitimate interest.

Your information is securely stored on cloud based SFTS company systems with access shared only with Management personnel.

We keep your CV's and Financial Information until we are asked to remove these. We will then dispose your information by removing all traces from our Servers, and Emails, along with removing you from our banking systems.

Your Data Protection Rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at joseph.mcfall@sfts-hv.com or john.clift@sfts-hv.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at joseph.mcfall@sfts-hv.com or john.clift@sfts-hv.com. You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data. For more information on how to do this, please visit the ICO website <https://www.ico.org.uk>