BROWNS
FASTENERS LTD

Cert No. RS426
Established 1953
Reg No. 521228

PO BOX 13 Deanfield Mills, Asquith Avenue, Morley, West Yorkshire, LS27 9RE
e: sales@brownsfasteners.co.uk t: 0113 2522185 f: 0113 2520826

Data Handling Policy

Browns Fasteners needs to gather and use information about individuals in order to fulfil our business services. This can include information regarding customers, suppliers, service providers and our employees.

In accordance with the EU legislation May 2018, the General Data Protection Regulation 'GDPR' has set a new standard for handling data and as such this policy re-affirms our commitment to the secure and controlled handling of data and private information.
To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. This applies to all data that the company holds relating to identifiable individuals.

Everyone who works for Browns Fasteners has a responsibility for ensuring data is collected, stored and handled appropriately. Each person must ensure that any personal data is handled in accordance with this policy and the guidelines.

General Staff Guidelines:

- The only people able to access data covered by this policy should be those who legitimately need it for their work.
- Data should not be shared informally. When access to confidential information is required, employees should request it from their manager.
- Browns Fasteners will provide training to employees to help them understand their responsibilities for handling data.
- Employees should keep all data secure by taking sensible precautions and following the guidelines.
- Personal data should never be disclosed to unauthorised people, either within the company or externally.
- Data should be regularly reviewed, and updated if required. If no longer required, it should be deleted.
- Employees should ask for help from their manager if they are unsure on any aspect of data protection.

Data Storage Guidelines:

- When not required, any paper or files should be kept in a locked drawer and/or filing cabinet.
- Employees should make sure paper and printouts are not left where unauthorised people could see them, like on a desk or printer.
- Data printouts should be shredded and disposed of securely as soon as no longer required.
- Electronic data should be protected by strong passwords, which are changed regularly.
- If data is stored on removable media, these should be kept locked away and secure.
- Data should only be stored on designated drives and servers or in approved online hosts.
- Data should be backed up frequently and sited in a secure location.
- All PCs and Servers containing data should be protected by approved security software and a firewall.
- When working with data, employees should ensure their computer screens are locked when left unattended.
- Physical documentation is to be held on site for seven years after which it must be destroyed.

Data Accuracy:

- Data must be kept in as few places as necessary. Never recreate any unauthorised data sets.
- Staff should take every opportunity to ensure their own personal data is up to date with the company directors.
- The sales and purchasing team are encouraged to check that customers and suppliers contact details are up to date.
- Data should be updated as soon as inaccuracies are discovered. For instance, if a phone number changes for a customer, the old one should be removed as soon as possible.

All individuals have the right to know what personal data is held by Browns Fasteners. Should any requests be made to you, please speak with a company director straight away. Any questions or concerns should be directed to your line manager.

AUTHORISED BY: 

NAME: PETE WEEKS POSITION: ASSOCIATE DIRECTOR / QUALITY
DATE: 1st APRIL 2026
(reviewed annually)

EMPLOYEE SIGNATURE OF RECEIPT AND UNDERSTANDING OF THE POLICY:

SIGNED:

NAME: DATE: