



Burnside Plant Hire Ltd

Data Protection Policy

Burnside Plant Hire Ltd is fully committed to protecting the rights and privacy of individuals, in accordance with the Data Protection Act 1998. Information about our personnel, customers, suppliers and other individuals will only be processed in line with established regulations. Personal data will be collected, recorded and used fairly, stored safely and securely and not disclosed to any third party unlawfully. As the lawful and correct treatment of personal information is critical to our successful operations and to maintaining confidence, Burnside Plant Hire is committed to:

- protecting customers suppliers and personal details,
- keeping customer, suppliers and other individuals' personal data up to date and confidential
- maintaining customer, suppliers and personnel data only for the time period required
- releasing personal data only to authorised individuals/parties and not unless permission is given to do so
- collecting accurate and relevant data only for specified lawful purposes
- adhering to regulations and related procedures to ensure that all employees who have access to any personal data held by or on behalf of Northamptonshire FA are fully aware of and abide by their duties under the Data Protection Act 1998. And GDPR Regulation brought out May 2018.
- Adhere to the 7 principles of GDPR Accuracy, storage, limitation, integrity, Confidentiality security and Accountability

Our people are required to report any allegation in relation to the unlawful treatment of personal data via our data protection appointed person – Ian Orr. A complaint should be made in the event that candidates feel that records of their personal data have been:

- lost
- obtained through unlawful disclosure or unauthorised access
- recorded inaccurately and/or in a misleading manner
- provided to a third party without permission.

Where required, Burnside Plant Hire Ltd will take appropriate action/corrective measures against unauthorised/unlawful processing, loss, destruction or damage to personal data.

It is ultimately the responsibility of the Burnside Plant Hire, Ian Orr to ensure that this policy is published and accessible to all personnel.

Signature:

Date: -

5/11/2018

Position: - Director

Review: -

05/11/2019