

WESTCOTEC LIMITED

Data Protection Policy

Introduction to the General Data Protection Regulation 2018

The General Data Protection Regulation 2018 (GDPR) gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The GDPR applies to personal data about a **living, identifiable individual**. There are two types of personal data which fall under the GDPR.

Standard personal data may include one or more of the following:

- Name
- Address
- Telephone number
- Age
- Hobbies
- Financial status
- Opinions about the data subject
- Intentions toward the data subject
- Biographical details

Sensitive Personal Data consists of data relating to one or more of the following:

- Racial or ethnic origin
- Political opinions
- Religious beliefs or other beliefs of a similar nature
- Trade union membership
- Physical or mental health
- Sexual life
- Offences committed or alleged to have been committed
- Proceedings in relation to these, including the sentence of any court



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How The GDPR Works

The GDPR works in two ways. Firstly, it states that anyone who processes personal information must comply with **eight principles** which make sure that personal information is:

- 1 fairly and lawfully processed
- 2 only be obtained for specified purposes and should not be further processed in a manner incompatible with these purposes
- 3 adequate, relevant and not excessive in relation to the purposes for which they were collected
- 4 accurate and up to date
- 5 not kept for longer than necessary
- 6 processed in accordance with the rights of the individual which the information concerns
- 7 secure
- 8 not transferred to other countries without adequate protection particularly those countries or territories outside the EU

The second area covered by the GDPR provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records. Should an individual or organisation feel this access is being denied or that their information is not being handled according to the above principles enforcement action can be taken by the Information Commissioner.



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Westcotec Limited: Our Commitment to the GDPR

Everyone at Westcotec Limited has an important role to play in ensuring that personal information is processed under the law and with fairness. All personal information is dealt with properly no matter how it is collected, recorded and used. Every employee has a duty to be aware of the GDPR's principles in order to ensure that the Company complies with the law on data protection. The law is there to protect people's privacy and is not seen as a hindrance to the Company's operations.

To meet the requirements of the GDPR, Westcotec Ltd fully endorses the eight principles stated above, and all employees must adhere to them at all times.

Westcotec Ltd will do the following to comply with the principles:

1 Observe fully the conditions regarding the fair collection and use of information

For the processing of **standard personal data** one of the following conditions must be met:

- A consent has been given by the data subject
- B the information is necessary for entering or performing a contract with the data subject
- C the data controller is under a legal obligation to collect the information (other than under contract)
- D the information is necessary to protect the vital interests of the data subject
- E the information is necessary for the pursuit of the legitimate interests of the data controller

For the processing of **sensitive personal data** one of the above conditions must be met along with one of the following:

- A explicit consent has been given by the data subject
- B it is for the exercise of rights and obligations in connection with employment
- C it is to protect the vital interests of the data subject or anyone else
- D the personal data has already been made public by the data subject
- E it is for medical purposes
- F it is for the purpose of monitoring equality of opportunity



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- 2 **Meet our legal obligations to specify the purposes for which information is used**
- 3 **Collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements**
- 4 **Ensure the quality of information used**
- 5 **Ensure that the rights of people about whom we hold information are able to be exercised fully under the GDPR, including:**
 - the right to be informed that processing is being undertaken
 - the right of access to their personal information
 - the right to correct, rectify, block or erase information that is regarded as wrong
- 6 **Take appropriate technical and organisational security measures to safeguard personal information**
- 7 **Ensure that personal information is not transferred overseas without suitable safeguards**

Westcotec Ltd will adhere to the principles of the GDPR by ensuring the following:

- 1 The Directors and Operations Manager are responsible for enforcing this policy. They are referred to as Data Controllers throughout this document
- 2 All Data Controllers of the Company who manage and handle personal information are trained appropriately
- 3 All Data Controllers of the Company who manage and handle personal information are supervised appropriately
- 4 Employees who do not normally handle personal information know what to do if the occasion arises
- 5 Access requests and queries about personal information are dealt with promptly and courteously
- 6 Policy and guidelines on handling personal information are published, and are clear and up to date
- 7 Regular assessments are made of the Company's compliance with the GDPR.



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8 This policy is reviewed regularly and updated when necessary

D.Smith
Technical Director
September 20
Reviewed September 21
Reviewed September 22

For further information:

Information Commissioner's Office www.ico.org.uk

Data Protection Policy Checklist

- 1 Do I really need this information about an individual?
- 2 Do I know what I'm going to use the information for?
- 3 Do the people whose information I hold know that I've got it?
- 4 Are they likely to understand what it will be used for?
- 5 Am I satisfied the information is being held securely, whether it's on paper or in electronic form?
- 6 Is access to personal information limited to those with a strict need to know?
- 7 Am I sure the personal information is accurate and up to date?
- 8 Do I delete or destroy personal information as soon as I have no more need for it?
- 9 Have I received training and trained my staff in their duties and responsibilities under the GDPR, and are they fulfilling the requirements of the GDPR.



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