“Anchor Pipework Limited are committed to full compliance with the requirements of the Data Protection Act 2018.”

Anchor Pipework Limited (Anchor) are committed to full compliance with the requirements of the Data Protection Act 2018.

Anchor will follow procedures to ensure that all staff, subcontractors, consultants, partners or other agents of Anchor (collectively known as 'data users') who have access to any personal data held by or on behalf of Anchor are fully aware of and abide by their duties under the Data Protection Act 2018.

Statement of Policy

Anchor needs to collect and use information about staff employed full-time, part-time and contractors. Anchor needs to collect and use information for people with/for whom we work to operate and carry out its business functions. Anchor is also required, by law, to collect and use information to comply with the requirements of clients and building users.

This personal information must be handled and dealt with properly however it is collected, recorded and used, and whether it is on paper, in computer records or recorded by other means.

Anchor regards the lawful and appropriate treatment of personal information as critical to its successful operations and essential to maintaining confidence between Anchor and those with whom it carries out business. Anchor therefore fully endorses and adheres to the Principles of the Data Protection Act 2018 and GDPR.

The Principles of Data Protection

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

All those responsible for using personal data must follow strict rules called 'data protection principles'. They must ensure the information is:

- Used fairly, lawfully and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and, where necessary, kept up-to-date
- Kept for no longer than is necessary
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage
- Kept secure, i.e. protected by an appropriate degree of security
- Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection

Handling Personal/sensitive Data

The Data Protection Act 2018 provides conditions for the processing of any personal data. It also makes a distinction between personal data and 'sensitive' personal data.

Personal data is defined as data relating to a living individual who can be identified from:

- That data
- That data and other information which is in the possession of, or is likely to come into the possession of the 'data user' and includes an expression of opinion about the individual and any indication of the intentions of the 'data user', or any other person in respect of the individual
- Sensitive personal data is defined as personal data consisting of information as to:
    - Racial or ethnic origin
    - Political opinion
    - Religious or other beliefs
    - Trade union membership
    - Physical or mental health or condition
    - Sexual life

- Criminal proceedings or convictions.

Anchor will, through management and use of appropriate controls, monitoring and review:

- Use personal data in the most efficient and effective way to deliver better services
- Strive to collect and process only the data or information which is needed
- Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted
- Strive to ensure information is accurate
- Not keep information for longer than is necessary
- Securely destroy data which is no longer needed
- Take appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data
- Ensure that information is not transferred abroad without suitable safeguards
- Ensure that there is general information to the public of their rights to access information
- Ensure that the rights of people about whom information is held can be fully exercised under the Data Protection Act 2018.

Under the Data Protection Act 2018, an individual has the right to find out what information organisations' hold about that individual. These include the right to:

- Be informed about how the data is being used
- Access personal data
- Have incorrect data updated
- Have data erased
- Stop or restrict the processing of the individual's personal data
- Data portability (allowing the individual to get and reuse personal data for different services)
- Object to how personal data is processed in certain circumstances

Staff with Access to Personal Data

Anchor will ensure that personal data is not processed unlawfully, lost or damaged. If staff have access to personal data during the course of employment with Anchor, they must also comply with this obligation. If any personal data is lost in the course of Anchor's business activities, it must be reported to the Anchor's Management Team immediately. Failure to do so may result in disciplinary action up to and including dismissal without notice.

Accuracy of Personal Data

Anchor will review personal data periodically to ensure that it is accurate, relevant and up-to-date. To ensure files are accurate and up-to-date, and Anchor can contact persons for whom such information is held, Anchor must be notified of any changes as soon as possible (for example, change of name, address, telephone number, loss of driving licence where relevant, next of kin details, etc).

Processing of Sensitive Data

Anchor will process sensitive data primarily where it is necessary for Anchor to meet its legal obligations and to ensure adherence to health and safety, and vulnerable groups protection legislation or for equal opportunities monitoring purposes. In most cases, Anchor will not process sensitive personal data without the individual's consent.

Signed: Name: Ian Paxton

Position: Managing Director **Date:** 14 August 2018