

GENERAL DATA PROTECTION POLICY

Grangewood Builders Ltd is committed to protecting employee's and clients privacy with regards to their personal data. Any personal or company data which we collect, record or use in any way, whether held on paper, on computer or other media, will be safe guarded in compliance with the ***EU General Data Protection Regulation (GDPR) 2018***. Our commitment is to ensure compliance regarding the transportation and destruction of personal information. We fully endorse and adhere to the principles of data protection as set out in the GDPR.

These principles state that personal data must be:

- Fairly and lawfully processed in a transparent way.
- Collected and processed for valid purposes, not in any other way which would be incompatible with those purposes and is kept securely, and not kept longer than is necessary.
- Is adequate, relevant and not excessive, accurate and kept up to date.
- Processed in line with the data subject rights.
- Kept securely and not transferred to a company which does not have adequate data protection laws.

To meet our commitments around General Data Protection, we will:

- Appoint Emma Maile as GDPR Manager to ensure that this policy, contents and responsibilities are understood throughout the company.
- Apply the same principles to companies as we do personal data.
- Ensure that every employee understands any responsibility they may have in relation to keeping data safe.
- Observe the conditions regarding fair collection and use of personal data.
- Meet obligations to specify the purposes for which personal data is used.
- Only collect and hold necessary personal data to the extent that it is needed to fulfil operational needs or to comply with any legal or regulatory requirements.
- Ensure the quality of data used.
- Apply strict checks to determine the length of time that personal data is held.
- Ensure that the rights of individuals about whom the personal data is held, can be fully exercised under the GDPR.
- Ensure that data is held securely and only accessed by authorised personnel.
- Take appropriate security measures to safeguard personal data.
- Ensure that personal data is not transferred abroad without suitable safeguards.
- Guide and train our employees in areas concerning any sensitive data and guide and train our employees in matters around GDPR and this policy.

To meet our commitments to Employees, we will:

- Ensure when the Company collects any personal data from you, you will be informed why the data is being collected and what it is intended to be used for.
- Inform you where the information will be stored.
- Take appropriate steps to ensure that explicit consent is taken to hold, use and retain the information. Sensitive personal data includes information about a person's racial or ethnic origin, health and/or criminal record, etc.
- Allow our employee access to records. Under the GDPR, you may at any time request a viewing of the personal data held on your file. To do this you must submit a Subject Access Request for the information you would like to see. If your details are inaccurate, do not hesitate to ask us to amend them. It is our duty to provide this information to you within one month of your request, although we will endeavor to do so as early as possible.