



DATA PROTECTION POLICY STATEMENT

Our Commitment to Data Protection

In the course of our company activities we collect, store and process personal data of current, past and prospective employees and private customers. We recognise our obligations under the Data Protection Act 1998 and comply with the principles of the Act by:

- Processing data fairly and lawfully
- Processing data for limited purposes
- Ensuring data is adequate, relevant and not excessive
- Ensuring data is accurate and kept up to date
- Keeping data only as long as necessary
- Processing data in accordance with the rights of people
- Keeping data secure from accidental damage , loss or destruction

Processing data

Processing means obtaining, recording, holding or working with the data. This includes organising, amending, retrieving, using, disclosing, erasing or destroying it. Data may be held on paper, a computer or other media.

Personal and sensitive personal data

This is any data that can be used to identify a living individual e.g. name, address or date of birth. This can also include opinions taken from performance appraisals; images or be as simple as an e-mail address.

CCTV Images

The use of CCTV to monitor the security of company premises or the safety of company staff at roadworks will be strictly managed in accordance with the CCTV Code of Practice.

Information Security Manager

The Senior Management Team will appoint an Information Security Manager with the responsibility for ensuring compliance with the Data Protection Act 1998 and with this policy.

Continual Improvement

This policy will be regularly reviewed in order to ensure that it remains relevant to our business activities and to continuously improve our approach to Data Protection.

A handwritten signature in black ink.

Richard Towl
SWH Managing Director,
Date: January 2017

