

B & W Scaffolding Services Ltd.



DATA PROTECTION POLICY

Policy Statement

B&W Scaffolding Services Ltd collects and uses information about people with whom it communicates.

This personal information must be dealt with properly and securely however it is collected, recorded and used - whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

B&W Scaffolding Services Ltd regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions, and to maintain confidence between those with whom it deals.

To this end B&W Scaffolding Services Ltd fully endorses and adheres to the Principles of Data Protection, as set out in the Data Protection Act 1998.

Purpose

The purpose of this policy is to ensure that the staff, volunteers and trustees of B&W Scaffolding Services Ltd are clear about the purpose and principles of Data Protection and to ensure that it has guidelines and procedures in place which are consistently followed.

Failure to adhere to the Data Protection Act 1998 is unlawful and could result in legal action being taken against B&W Scaffolding Services Ltd or its staff, volunteers or trustees.

Principles

The Data Protection Act 1998 regulates the processing of information relating to living and identifiable individuals (data subjects). This includes the obtaining, holding, using or

disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

Data users must comply with the data protection principles of good practice which underpin the Act. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To do this B&W Property Services Ltd follows the eight Data Protection Principles outlined in the Data Protection Act 1998, which are summarised below:

- I. Personal data will be processed fairly and lawfully
 - II. Data will only be collected and used for specified purposes
 - III. Data will be adequate, relevant and not excessive
 - IV. Data will be accurate and up to date
 - V. Data will not be held any longer than necessary
 - VI. Data subject's rights will be respected
 - VII. Data will be kept safe from unauthorised access, accidental loss or damage
- Group Development Resources

Data will not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

The principles apply to "personal data" which is information held on computer or in manual filing systems from which they are identifiable. B&W Scaffolding Services Ltd employees, volunteers and trustees who process or use any personal information in the course of their duties will ensure that these principles are followed at all times.

Procedures

The following procedures have been developed in order to ensure that B&W Scaffolding Services Ltd meets its responsibilities in terms of Data Protection. For the purposes of these procedures data collected, stored and used by B&W Property Services Ltd falls into 2 broad categories:

1. B&W Scaffolding Services Ltd internal data records;
Staff, volunteers
2. B&W Scaffolding Services Ltd external data records;

Customers, clients.

B&W Scaffolding Services Ltd as a body is a DATA CONTROLLER under the Act, and is ultimately responsible for the policy's implementation.

Internal data records

Purposes

B&W Scaffolding Services Ltd obtains personal data (names, addresses, phone numbers, email addresses), application forms, and references and in some cases other documents from staff, volunteers. This data is stored and processed for the following purposes:

Recruitment

Equal Opportunities monitoring

Volunteering opportunities

To distribute relevant organisational material e.g. meeting papers

Payroll

Access

The contact details of staff will only made available to other staff,

Any other information supplied on application will be kept in a secure filing cabinet and is not accessed during the day to day running of the organisation.

Contact details of staff will not be passed on to anyone outside the organisation without their explicit consent.

A copy of staff, emergency contact details will be kept in the Emergency File for Health and Safety purposes to be used in emergency situations e.g. fire/ bomb evacuations.

Staff, will be supplied with a copy of their personal data held by the organisation if a request is made.

All confidential post must be opened by the addressee only.

Accuracy

B&W Scaffolding Services Ltd will take reasonable steps to keep personal data up to date and accurate.

Personal data will be stored for 6 years after an employee has worked for the organisation and brief details for longer. Unless the organisation is specifically asked by an individual to destroy their details it will normally keep them on file for future reference. The Director has responsibility for destroying personnel files.

Storage

Personal data is kept in paper-based systems and on a password-protected computer system.

Every effort is made to ensure that paper-based data are stored in organised and secure systems.

B&W Scaffolding Services Ltd operates a clear desk policy at all times.

Use of Photographs

Where practicable, B&W Scaffolding Services Ltd will seek consent from individuals before displaying photographs in which they appear. If this is not possible (for example, a large group photo), the organisation will remove any photograph if a complaint is received.

External data records**Purposes**

B&W Scaffolding Services Ltd obtains personal data (such as names, addresses, and phone numbers) from

members/clients. This data is obtained, stored and processed solely to assist staff in the efficient running of services. Personal details supplied are only used to send material that is potentially useful. Most of this information is stored on the organisation's database.

B&W Scaffolding Services Ltd obtains personal data and information from clients and members in order to

provide services. This data is stored and processed only for the purposes outlined in the agreement and service specification signed by the client/ member.

Consent

Personal data is collected over the phone and using other methods such as e-mail. During this initial contact, the data owner is given an explanation of how this information will be used.

Written consent is not requested as it is assumed that the consent has been granted when an individual freely gives their own details.

Personal data will not be passed on to anyone outside the organisation without explicit consent from the data owner unless there is a legal duty of disclosure under other legislation, in which case the Director will discuss and agree disclosure with the Chair/ Vice Chair. Contact details held on the organisation's database may be made available to groups/ individuals outside of the organisation. Individuals are made aware of when their details are being collected for the database and their verbal or written consent is requested.

Access

Only the organisation's staff, will normally have access to personal data. All staff, are made aware of the Data Protection Policy and their obligation not to disclose personal data to anyone who is not supposed to have it.

Information supplied is kept in a secure filing, paper and electronic system and is only accessed by those individuals involved in the delivery of the service.

Information will not be passed on to anyone outside the organisation without their explicit consent, excluding statutory bodies e.g. the Inland Revenue.

Individuals will be supplied with a copy of any of their personal data held by the organisation if a request is made.

All confidential post must be opened by the addressee only.

Accuracy

B&W Scaffolding Services Ltd will take reasonable steps to keep personal data up to date and accurate.

Personal data will be stored for as long as the data owner/ client/ member uses our services and

normally longer. Where an individual ceases to use our services and it is not deemed appropriate to keep their records, their records will be destroyed according to the schedule in

Appendix B. However, unless we are specifically asked by an individual to destroy their details, we will normally keep them on file for future reference.

If a request is received from an organisation/ individual to destroy their records, we will remove their details from the database and request that all staff holding paper or electronic details for the organisation destroy them. This work will be carried out by the Information Officer.

This procedure applies if B&W Scaffolding Services Ltd is informed that an organisation ceases to exist.

Storage

Personal data may be kept in paper-based systems and on a password-protected computer system. Paper-based data are stored in organised and secure systems.

B&W Scaffolding Services Ltd operates a clear desk policy at all times.

Use of Photographs

Where practicable, B&W Scaffolding Services Ltd will seek consent of members/ individuals before displaying photographs in which they appear. If this is not possible (for example, a large group photo), the organisation will remove any photograph if a complaint is received. This policy also applies to photographs published on the organisation's website or in the Newsletter.

Criminal Records Bureau

B&W Scaffolding Services Ltd will act in accordance with the CRB's code of practice.

Copies of disclosures are kept for no longer than is required. In most cases this is no longer than 6 months in accordance with the CRB Code of Practice. There may be circumstance where it is deemed appropriate to exceed this limit e.g. in the case of disputes.

Responsibilities of staff during the course of their duties with B&W Scaffolding Services Ltd, staff, will be dealing with information such as names/addresses/phone numbers/e-mail addresses of members/clients/volunteers. They may be told or overhear sensitive information while working for B&W Scaffolding Services Ltd. The Data Protection Act (1988) gives specific guidance on how this information should be dealt with. In short to comply with the law, personal information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Staff, paid or unpaid must abide by this policy.

To help staff meet the terms of the Data Protection Act; the attached Data Protection/Confidentiality statement has been produced. Staff are asked to read and sign this statement to say that they have understood their responsibilities as part of the induction programme.

Compliance

Compliance with the Act is the responsibility of all staff, paid or unpaid. B&W Scaffolding Services Ltd will regard any unlawful breach of any provision of the Act by any staff, paid or unpaid, as a serious matter which will result in disciplinary action. Any employee who breaches this policy statement will be dealt with under the disciplinary procedure which may result in dismissal for gross misconduct. Any such breach could also lead to criminal prosecution.

Any questions or concerns about the interpretation or operation of this policy statement should in the first instance be referred to the line manager.

Retention of Data

No documents will be stored for longer than is necessary. For guidelines on retention periods see the Data Retention Schedule.

All documents containing personal data will be disposed of securely in accordance with the Data Protection principles.

Dated 5/1/2026

Signed H Bradley