

## GDPR DATA PROTECTION POLICY



T&B (Contractors) Limited (T&B) recognises the importance of compliance with the General Data Protection Regulation (EU) 2016/679 (GDPR). This policy covers the required GDPR obligations regarding individuals 'personal data' and how this data is; captured, stored, used and ultimately erased.

T&B undertakes to comply with the principals of GDPR requiring personal data, including that of its own employees and recognised thirds parties, is:

- Only processed in a manner compatible to its original purpose
- Accurate and updated as and when necessary
- Only collected and processed for legitimate interests
- Processed legitimately by fair and transparent methods
- Focused and limited to only necessary data needed for legitimate interests
- Retained for no longer than absolutely necessary
- Is held and processed in a suitably secure environment
- Subject Access Requests are appropriately acted upon and comply with any individual's right to be forgotten

T&B compliance is supported by:

- Ensuring the employees processing data are appropriately informed and provided with training appropriate to their role
- Data processing procedures are clear unambiguous and regularly reviewed
- Employees can identify individuals within T&B who can offer guidance and assistance
- Employees understand their responsibilities to follow good data protection practice and aware of their own accountability
- Employees have an obligation to report data protection breaches or contact their line managers if they have concerns of such a breach
- Queries and requests are processed without delay

This policy will be reviewed as a minimum annually and thereafter will reflect the then current regulation and legislation.

Signed:

A handwritten signature in blue ink, appearing to read 'M.A.A.', followed by a period.

Mark Hickson  
May 2018