

SMITH BROTHERS BUILDERS LTD: DATA PROTECTION POLICY

1. Policy Commitment

Smith Brothers Builders Ltd ("Smiths") is dedicated to protecting the privacy and rights of individuals in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. We ensure that all staff, contractors, and partners who handle personal data are fully trained and aware of their legal obligations.

2. Data Usage and Storage

To operate efficiently, Smiths must collect and process specific information regarding our employees, clients, and suppliers. Whether this data is stored physically or digitally, we guarantee it will be:

- Accessed only by authorised personnel.
- Stored securely to prevent unauthorised access or loss.
- Retained only for as long as is strictly necessary before being securely destroyed.

3. Data Protection Principles

We strictly adhere to the core principles of data protection, ensuring all personal information is:

- Processed **lawfully, fairly, and transparently**.
- Collected for **specific, explicit, and legitimate purposes**.
- **Adequate, relevant, and limited** to what is necessary for our business operations.
- **Accurate** and kept up to date.
- Stored in a form that identifies individuals for **no longer than necessary**.
- Handled with **integrity and confidentiality** to ensure robust security.

4. Sensitive Personal Data

Smiths applies enhanced security measures when handling "special category" data, which includes information relating to:

- Race or ethnic origin.
- Political opinions or religious beliefs.
- Trade union membership.
- Genetic, biometric, or health data.
- Sexual orientation or sex life.

5. Information Requests

We only request the minimum data required to facilitate essential business functions, such as processing payments, verifying qualifications to work, and conducting necessary background or DBS checks.

John Smith — Director

Colin Smith — Director

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