

PERSONAL INFORMATION PROTECTION POLICY STATEMENT

Introduction

Bowie Construction Ltd needs to gather and use certain personal information about individuals. This may include categories such as customers, suppliers, business contacts, employees; sub-contractors, professional advisers and others with whom it does business.

This Personal Information Protection Policy Statement describes how an individual's personal data must be collected, handled and stored to meet its legal compliance obligations under the General Data Protection Regulation (GDPR).

This Policy ensures that Bowie Construction Ltd

- Complies with the requirements of the GDPR and best practice
- Protects the rights of all those whose personal information Bowie Construction Ltd processes
- Is open as to how it stores and processes an individual's personal information
- Protects itself from the risk of breaching the requirements of the GDPR

Protection of Personal Information

A senior member of staff is appointed to advise Bowie Construction's employees on the rules needed to ensure compliance with data protection laws. Its employees know who to approach if they have any questions regarding this Policy or anything related to the processing of personal information.

Processing of Personal Information

All Bowie Construction employees are trained in the need to ensure security of personal information and in particular heads of departments who are those responsible for day-to-day control of personal information.

Processing Sensitive Personal Information

Employees are aware of how to identify sensitive personal information and how to process it lawfully and according to Bowie Construction's policy.

Subject Access Requests

Subject access requests will be dealt with promptly and certainly within one month of the request. The information will be provided in a Personal Information Notice which will be in appropriate and clear language and will provide the information necessary for the enquirer to understand the nature and content of any personal information Bowie Construction Ltd retains on that individual.

Breaches in Personal Information Protection

All staff members have an obligation to report data protection breaches to a senior member of Bowie Construction staff such as a director or contact the ICO if they have concerns relating to a breach. This will allow the appropriate personnel to investigate further and take the necessary steps to rectify the issue in a timely manner.

Staff Training

Bowie Construction employees are trained in personal information data protection, the requirements of the GDPR and the actions they are required to undertake. Training is delivered to all employees upon induction into Bowie Construction Ltd and refresher training will be delivered regularly and on any such occasion that the requirements of the GDPR change.

Privacy Notice

A privacy notice is published on the Bowie Construction web-site.

Consequences of Failing to Comply with This Policy

The consequences of failing to comply with this Policy and for any breaches of the GDPR are clearly outlined in the Bowie Construction handbook and may, in extreme cases, result in disciplinary action leading to dismissal.

This Personal Information Protection Policy is endorsed, maintained and reviewed annually by the Board of Directors of Bowie Construction Ltd.

Signed - For and on behalf of Bowie Construction Ltd.

Signed:

Dated: May 2018

A handwritten signature in black ink, appearing to be 'Andy Bowie', written in a cursive style.

Andy Bowie

Managing Director
For and on behalf of Bowie Construction Ltd

This Policy is reviewed annually.