



James & Son Ltd

James and Son Limited

Company Policy For

GDPR - Data Protection

(January 2023)

Signed  **(Director)**

Date 04/01/23

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James & Son Ltd

GDPR - Data Protection Policy Statement

James and Son Limited needs to keep certain information about its employees, customers and suppliers to allow it to carry out its obligations as an employer, monitor performance, achievements, health and safety and other statutory requirements and deliver its services.

From the 25th May 2018, the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

This policy outlines what personal data we collect and how we store/handle it. We may collect and use personal information for:

- Recruiting and inducting staff
- Training and development
- Health and safety at work
- Finance and payroll
- Employment contracts
- Providing third party employment references
- Company IT and Electronic communication access
- Company audits
- Statutory data and information requests and monitoring
- Service provision and delivery
- Compliance with statutory requirements

We have a duty to ensure your data is always secure and confidential and we will only collect data that is required by us to perform the tasks listed above. We do not sell any information to third parties.

We will retain the information provided to us for a minimum of 3 years, unless there is a contractual or legislative reason to hold the data for longer, such as 7 years for employment and service contracts. Information beyond that time will be disposed of securely.

Under GDPR, in respect of individuals for whom we hold personal data, they have:

1. The right to be informed – this is a right to be informed about the collection and use of personal data, retention periods and purpose of use.
2. The right of access – this is the right to access your personal data and be aware of the lawfulness of processing.
3. The right to rectification – this is the right to have incorrect data corrected.
4. The right to erasure – this is the right to have your data permanently deleted, although this is not an absolute right and only applies in certain circumstances.
5. The right to restrict processing – this is the right to request a restriction or suppression of the processing of your data and again, only applies in certain circumstances.
6. The right to data portability – this is the right to have your data provided in a format that is easily transferrable to other data processors.
7. The right to object – this is the right to object to processing and will depend on the legal basis of processing your data.

James and Son Limited staff or others who process or use any personal information must ensure that they always follow these principles.