

## Policy statement

B&SL need to collect personal data about people with whom we deal with in order to carry out our business and provide our services.

Such people include but are not limited to sub-contractors (past, present, and prospective) suppliers and other business contacts.

The data collected may include identifiers such as name, address, email address, date of birth, national insurance number etc. It may also include private and confidential information.

No matter how it is collected, recorded, and used e.g., on a computer, or other digital media, on hardcopy, paper or images, this personal information will be dealt with properly to ensure compliance with data protection legislation – The European General Data Protection Regulation (GDPR) and data Protection Act 2018 (DPA2018).

The lawful and proper treatment of personal information is extremely important to the success of our business and in order to maintain the confidence of our customers and others who we deal with in our day-to-day business activities.

We are registered with the Information Commissioners Office (I.C.O.) reference number **XXX** and will endeavour to comply with all aspects of the law.

## Data protection principles

B&SL fully support and will endeavour to comply with the six principles of the Act which are summarised below:

1. Personal data will be processed lawfully, fairly and in a transparent manner in relation to individuals.
2. Personal data shall be collected for specified explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Personal data processed will be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
4. Personal data will be accurate and kept up to date.
5. Personal data will be kept in a form which permits identification of data subject for no longer than is necessary for the purposes for which the personal data are processed.
6. Personal data will be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

## Scope

All of our sub-contractors, customers, suppliers, and business contacts are within the scope of this policy.

## Roles and responsibilities

### Management

- Our Director is our Data Controller
- We will provide training for all those who handle personal information within B&SL and ensure access to further guidance and support
- We will provide clear lines of report and supervision for compliance with data protection
- Carry out regular checks to monitor and assess our processing of personal data
- Develop and maintain a procedure to ensure compliance with data protection legislation to cover:
  - Data protection impact assessment
  - Managing responses to individual rights requests
  - Management of personal data breaches
  - Provision of privacy information
  - Training and compliance testing
- Maintain a record of processing activities
- Ensure we comply with transparency and fair processing obligations in relation to data subject's personal data.

### Commitment

We will:

- Observe all forms of guidance, codes of practice and procedures about the collection and use of personal information
- Understand fully the purposes for which B&SL use personal information
- Collect and process appropriate information and only in accordance with the purposes for which it is to be used by B&SL in order to meet our service needs or legal requirements.
- Ensure information is destroyed in accordance with the provisions of the act when it is no longer required.
- On receipt of a request by or on behalf of an individual for information held about them, or any other data subjects rights in relation to their personal data, we abide by the procedure for managing personal data requests.
- Personal information will not be sent outside of the United Kingdom without the authority of the Data Protection Officer.

### Your Data Protection Rights

Under data protection law, you have rights including:

- **Your right of access**  
You have the right to ask us for copies of your personal information.
- **Your right to rectification**  
You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

- **Your right to erasure**  
You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing**  
You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing**  
You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability**  
You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

## How to Contact Us

If you wish to make a request or have a query or any questions, please contact Martyn Beardsell, Director, at:

B&SL

Unit 1B, Glasson Industrial Estate

Maryport

Cumbria

CA15 8NT

Telephone: 07920 276782

Email: [martynbeardsell@hotmail.com](mailto:martynbeardsell@hotmail.com)

You can also contact the ICO direct if you are unhappy with how we have used your data, at Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF.

ICO Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## Distribution and implementation

This policy will be made available to all interested parties on request by email or in hard copy format.

## Monitoring

Compliance with this policy and our Data Protection Procedure will be monitored and audited, and the outcomes reported.

	Name	Role	Date	Signature
Reviewed By:	Angie Watson	Quality Administrator		
Approved By:	Martyn Beardsell	Director		