

Data Protection Policy in relation to the General Data Protection Regulations (GDPR) and Data Protection Act.

We at Prosol UK Limited are dedicated to the protection of information in our possession and use the GDPR principles to state our position with regards to data protection. We as data controller wish to impress upon our clients and personnel that we view their data as very important.

Lawfulness, fairness and transparency

We obtain data from people, organisations and companies who give consent to us handling their data. This is our legal basis for processing company and personnel data.

Fairness

We are open and honest about our usage of such data, we use the data collected from clients to produce quotes and bills of quantities, other planning activities such as scheduling arrangements and drawings. For personnel reasons: employee inductions, next of kin data, bank details, health details and other such personal data.

Transparent

We are transparent with the data usage, as described previously, we only use such data for the use for which it was intended and for no other purpose. The purpose of providing civil engineering and construction related services. To our personnel, we use their data to help keep them in a safe workplace.

Purpose limitation

The data that we receive from companies and personnel is only used for processing related to providing construction services. We do not use the data for any other purpose.

Data minimisation

The information that we process is adequate, relevant and limited to what is necessary in relation to our construction activities.

Accuracy

The information that we hold is deemed as accurate when provided by the client or data subject. We do endeavour to keep the information up to date as we progress with our working relationships. If necessary, we ask our personnel to keep us updated with regards to their health so that we can amend our records.

Storage limitation

Once the data is received it is held on our servers for an indefinite period for companies and 6 years for personnel records once the person has left Prosol UK Limited. The data that we hold is kept in the United Kingdom. Any company or person wanting to have their details removed from our servers is welcome to ask and to have their information deleted.

Integrity and confidentiality

We aim to keep all data safe and consistent with when we received it. We keep our data in convenient places on our servers and in our office to facilitate its usage and do not allow for it to be purchased by a third party. All data received is confidential, hardcopy personnel data is kept in a locked cupboard, electronic personnel data can only be accessed by personnel associated with the Human Resources function.

Right of access

All companies and individuals have the right to access their data that we hold about them, when and if they require, over and above the reasons for original processing for construction related activities. It shall be presented in a viable format i.e. word, excel, pdf. It shall be treated as a Subject Access Request.

The right to be forgotten

All data subjects and companies have the right to be forgotten under the GDPR. This means that information must be erased from our servers or our office if they withdraw their consent.

The right to restrict processing

All data subjects and companies have the right to restrict processing. This means that the data subject or company we are involved with can have processing ceased even though it can still be stored.

The right to data portability

All data subjects and companies have the right to request a copy of their data and it is to be provided in a suitable format i.e. word, excel, pdf.

The right to object

All data subjects and companies have the right to object to further processing of their data. This will stop data from being processed further and although is not an erasure request, the data can still be stored unless consent to keep the data is withdrawn.

2nd March 2020



David Hickson

Director

Prosol UK Limited