

Data protection policy

Context and overview

Key details

- Policy became operational on: 1st September 2018
- Next review date: 1st September 2019.

Introduction

Baptist Building & Roofing Co Ltd needs to gather and use certain information about individuals. These include customers, suppliers, business contacts, employees and other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the company's data protection standards — and to comply with the law.

Why this policy exists

This data protection policy ensures Baptist Building & Roofing Co Ltd:

- Complies with data protection law and follow good practice
- Protects the rights of staff, customers and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

Data protection law

The Data Protection Act 1998 describes how organisations — including Baptist Building & Roofing Co Ltd— must collect, handle and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act is underpinned by eight important principles. These say that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

People, risks and responsibilities

Policy scope

This policy applies to:

- The head office of Baptist Building & Roofing Co Ltd
- All staff of Baptist Building & Roofing Co Ltd
- All contractors, suppliers and other people working on behalf of Baptist Building & Roofing Co Ltd

It applies to all data that the company holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This can include:

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- Any other information relating to individuals

Data protection risks

This policy helps to protect Baptist Building & Roofing Co Ltd from data security risks

- For instance, information being given out inappropriately or if hackers successfully gained access to sensitive data.



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Responsibilities

Everyone who works for or with Baptist Building & Roofing Co Ltd has some responsibility for ensuring data is collected, stored and handled appropriately.

Each person that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

- The **director, Mark Baptist** is ultimately responsible for ensuring that Baptist Building & Roofing Co Ltd meets its legal obligations and is responsible for:
 - Reviewing all data protection procedures and related policies
 - Handling data protection questions from staff and anyone else covered by this policy.
 - Dealing with requests from individuals to see the data Baptist Building & Roofing Co Ltd holds about them (also called 'subject access requests').
 - Ensuring all systems, services and equipment used for storing data meet acceptable security standards.
 - Performing regular checks and scans to ensure security hardware and software is functioning properly.
 - Where necessary, ensuring marketing initiatives abide by data protection principles.

General staff guidelines

- The only people able to access data covered by this policy should be those who **need it for their work**.
- Data **should not be shared informally**.
- Staff should keep all data secure, by taking sensible precautions and following the guidelines below.
- **Strong passwords must be used** and they should never be shared.
- Personal data **should not be disclosed** to unauthorised people, either within the company or externally.
- Data should be **regularly reviewed and updated** if it is found to be out of date. If no longer required, it should be deleted and disposed of.

Data storage

These rules describe how and where data should be safely stored.

When data is **stored on paper**, it should be kept in a secure place where unauthorised people cannot see it.

These guidelines also apply to data that is usually stored electronically but has been printed out for some reason:

- When not required, the paper or files should be kept **in a locked drawer or filing cabinet**.



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- Employees should make sure paper and printouts are **not left where unauthorised people could see them**, like on a printer.
- When data is **stored electronically**, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts:
- Data should be **protected by strong passwords** that are changed regularly and never shared between employees.
- If data is **stored on removable media** (like a CD or DVD), these should be kept locked away securely when not being used.
- Data should only be stored on **designated drives and servers**
- Data should be **backed up frequently**. Those backups should be tested regularly, in line with the company's standard backup procedures.
- Data should **never be saved directly** to laptops or other mobile devices like tablets or smart phones.
- All servers and computers containing data should be protected by **approved security software and a firewall**.

Data use

- When working with personal data, employees should ensure **the screens of their computers are always locked** when left unattended.
- Personal data **should not be shared informally**. It should never be sent by email, as this form of communication is not secure.

Data accuracy

The law requires Baptist Building & Roofing Co Ltd to take reasonable steps to ensure data is kept accurate and up to date. It is the responsibility of all employees who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

- Data will be held in **as few places as necessary**.
- Staff should **take every opportunity to ensure data is updated as required**

Subject access requests

All individuals who are the subject of personal data held by Baptist Building & Roofing Co Ltd are entitled to:

- Ask **what information** the company holds about them and why.
- Be informed how the company is **meeting its data protection obligations**.

If an individual contacts the company requesting this information, this is called a subject access request.



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Subject access requests from individuals should be made by email, addressed to the director at info@baptistbuilding.co.uk

The director will aim to provide the relevant data within 14 days.

The director will always verify the identity of anyone making a subject access request before handing over any information.

Disclosing data for other reasons

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, Baptist Building & Roofing Co Ltd will disclose requested data.

However, the director will ensure the request is legitimate

Providing information

Baptist Building & Roofing Co Ltd aims to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights

To these ends, the company has a privacy statement, setting out how data relating to individuals is used by the company.



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