

# PERSONAL INFORMATION PROTECTION POLICY STATEMENT

## Introduction

Bury Developments 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 Policy Statement refers to the GDPR and replaces any reference to the Data Protection Act 1998.

This Policy describes how an individual's personal information must be collected, handled and stored to meet its legal compliance obligations under the General Data Protection Regulation (GPDR) from May 25<sup>th</sup> 2018.

This Personal Information Protection Policy ensures that Bury Developments Ltd

- Complies with the requirements of the GDPR and best practice
- Protects the rights of all those whose personal information Bury Developments Ltd controls and 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 Bury Developments Ltd employees on the rules needed to ensure compliance with data protection laws. Bury Developments Ltd employees know who to approach if they have any questions regarding this Personal Information Protection Policy or anything related to the controlling and processing of personal information.

## Processing of Personal Information

All Bury Developments Ltd employees are trained in the need to ensure security of personal information and those who are those responsible for day-to-day control. These responsibilities and categories are clearly defined in separate documentation within our Business Management System which complies with BS EN ISO 9001:2015 and BS EN ISO 14001:2015.

## Processing Sensitive Personal Information

Employees are aware of how to identify sensitive personal information and how to process it lawfully and according to this Policy.

## Subject Access Requests

Subject access requests will be dealt with within 1 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 Bury Developments Ltd retains on that individual.



# PERSONAL INFORMATION PROTECTION POLICY STATEMENT

## **Breaches in Personal Information Protection**

All staff members have an obligation to report data protection breaches to a senior member of Bury Developments Ltd such as the Managing Director or may contact the ICO if they have concerns in respect of 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**

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

## **Privacy Notice**

A privacy notice is published on the Bury Developments Ltd website.

## **Consequences of Failing to Comply With This Policy**

The consequences of failing to comply with this Personal Information Protection Policy and for any breaches of the GDPR are clearly outlined in the Bury Developments Ltd contract of employment and may, in extreme cases, result in disciplinary action leading to dismissal.

This Policy is endorsed, maintained and reviewed annually by the Board of Directors of Bury Developments Ltd.

Signed

Managing Director  
For and on behalf of Bury Developments Ltd

Dated: July 2018