



Data Protection Policy

The new General Data Protection Regulation (GDPR) became effective on May 25th2018. The purpose of the new EU Regulation is to help data protection within the EU. The Regulation will not be affected by the UK's departure from the EU.

The following information is applicable to this policy:

- **Data:** any accessible information that is collected, stored and used by a company or an individual that is relating to an identifiable person who can be directly or indirectly identified from that data.
- **Sensitive Personal Data:** Special categories of data (Genetic and biometric) that can be related to ethnicity, religion, health, political opinions, previous convictions, sexual preference etc
- **Data Subject:** the individual that the data is about
- **Data Controller:** The person/persons in charge who decide the purpose of data and the way on which it will be processed – the Company Directors
- **Data Processors:** Any person Acting on behalf of the Data Controllers to process data
- **Third Party –** Any other recipient (not identified above) that receives data for their own purposes from the Data Controller

The Data Protection Act 1998 requires Compressed Air Solutions to process personal data fairly and lawfully. The main purpose of the principles was to protect the interests of the individuals whose personal data is being processed.

The personal data that is collated, stored, used and shared by Compressed Air Solutions, is relevant to the Data Subjects of Compressed Air Solutions, sub-contractors appointed to carry out work on behalf of the company, customers and other parts and service suppliers.

Personal and sensitive data collected from employees, is detailed on the GDPR Employee Authorisation document.

For the purpose of maintaining and/or developing business trade between Compressed Air Solutions and our customers and suppliers, we will collect the following data: Name, job title, work address, email address and work contact telephone numbers. This information will be stored on our secure server (inputted onto our bespoke database or on our Microsoft Exchange Server). We will not share customer or supplier contact information with any other company or organisation unless required to do so by law or as part of our contractual obligations.

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Compressed Air Solutions may, from time to time, require additional information (training records and certificates) from some of their suppliers (sub-contractors providing labour), to allow them to demonstrate competency levels as part of a contractual obligation. It may also be necessary to request additional personal data from such suppliers, for the purpose of security clearance. Wherever possible, we will look to avoid having to collect such data and seek to find alternative means of fulfilling this requirement.

Compressed Air Solutions will obtain written consent from Data Subjects with regards to the collection, storage, use and sharing, of both personal and sensitive personal data, to ensure the following:

- *We will only collect and use personal data if there are legitimate grounds to do so and we will advise the Data Subject of these reasons. Written authorisation will be required from the Data Subject.*
- *We will not use the data in any way that will have unjustified adverse effects on the Data Subject concerned; nor in a way that has not been authorised in writing by the Data Subject.*
- *We will be transparent about how we intend to use the data and will ask for written consent when collecting data from the Data Subject.*
- *Only the Data Controllers (Company Directors) and Data Processors will handle the Data Subject's Data, and only in the ways that the Data Subject has given written consent for.*
- *We will not do anything unlawful with the data.*

Compressed Air Solutions will be open about their reasons for obtaining personal data, and that what they do with the information is in line with the reasonable expectations of the data subject. We will:

- *Be clear from the outset about why personal data is being collected and what we intend to do with it – reasons and intentions are set out in the GDPR Employee Authorisation document and the Privacy Policy. Written consent is required from the Data Subject.*
- *Comply with the Act's fair processing requirements – including the duty to give privacy notices to individuals when collecting their personal data.*
- *Comply with what the Act says about notifying the Information Commissioner, within 72 hours of any breach.*
- *Ensure that if we wish to use or disclose personal data for any purpose that is additional to or different from the originally specified purpose, the new use or*

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disclosure is fair and is only used or disclosed following written consent by the data subject.

The Data Protection Act requires Compressed Air Solutions to only collect the personal data needed for the purposes specified and is sufficient for the purpose for which it was collected: We will:

- *Only hold personal data about the data subject that is sufficient for the purpose we are holding it for – written consent will be required from the Data Subject.*
- *Not hold more information than we need for the specified purpose that the data subject has given written authorisation for. Information and purposes are specified in the GDPR Employee Authorisation document.*

Compressed Air Solutions will only collect, process, store and share personal data (with a third party) for staff administration (including payroll, pensions and management of vehicles under the company car scheme) and for security clearance/purposes where required as part of a contractual requirement. Information will not be used for advertising, marketing or public relations unless agreed in writing.

During recruitment and selection, information gathering regarding an applicant will be open and honest, no covert information gathering is permitted. Where a recruitment agency is involved, the agency will be required to identify itself in the advertisement. On closure of a vacancy, all information gathered during the recruitment process (CVs) will be destroyed (paper) or deleted (electronic).

The Data Protection Act imposes obligations on Compressed Air Solutions to ensure the accuracy of the personal data processed and keep it up to date where necessary. We will:

- *Take reasonable steps to ensure the accuracy of any personal data obtained – employee data will be reviewed annually with the Data Subject and managed in accordance with the agreement set out in the GDPR Employee Authorisation document.*
- *Ensure that the source of any personal data is clear.*
 - *Data will be sourced: during company induction processes; when the Data Subject (customer) purchases a product or service from the Data Controller; When the Data Subject (supplier) provides the Data Controller with a product or service; When the Data Subject (customer/supplier) communicates with the Data Controller via email or any other means; When the Data Subject (supplier) completes documentation for the Data Controller as part of their ISO 9001:2015 evaluation processes.*
- *Carefully consider any challenges to the accuracy of information.*

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- *Consider whether it is necessary to update the information – employee Data Subject information will be managed in accordance with the agreement set out in the GDPR Employee Authorisation document and Privacy Policy.*

The Data Protection Act does not set out any specific minimum or maximum periods for retaining personal data. Compressed Air Solutions will:

- *Review the length of time personal data is kept*
 - *time periods for storage are detailed on the GDPR Employee Authorisation document (three years following cessation of employment) and the Privacy Policy (seven years following the cessation of contractual or non-contractual working partnerships with customers and suppliers, unless otherwise agreed in writing)*
- *Consider the purpose or purposes of the information held to determine whether, and for how long, to retain it – purposes are detailed on the GDPR Employee Authorisation document and the Privacy Policy (suppliers/customers)*
- *Securely delete information that is no longer needed for the purpose(s). The deletion/destruction of data is detailed on the GDPR Employee Authorisation document and Privacy Policy (customer/supplier).*
- *Update, archive or securely delete information if it goes out of date in line with the agreement set out in the GDPR document.*

Where any data is updated, out of date information will be immediately archived (where applicable for the period set out in the GDPR Employee Authorisation document) or securely deleted/destroyed.

The new Regulation, gives rights to individuals in respect of the personal data that is held. Individuals have:

- *A right of access to a copy of the information comprised in personal data files without any charges. However, a 'reasonable fee' can be charged when a request is manifestly unfounded or excessive, particularly if it is repetitive; or, for further copies of the same information. (This does not mean that you can be charged for all subsequent access requests). The fee must be based on the administrative cost of providing the information.*

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- *A right to block or suppress the processing of data – the data can be stored but not processed; just enough information about the data subject can be retained to ensure that the restriction is respected in future.*
- *A right to object to decisions being taken by automated means - silence and pre-ticked boxes do not constitute consent*
- *A right to erasure – Individuals have a right to have personal data erased and to prevent processing in specific circumstances: Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed; when consent is withdrawn by the individual; when the individual objects to the processing and there is no overriding legitimate interest for continuing the processing; when the personal data was unlawfully processed (ie otherwise in breach of the GDPR); when the personal data has to be erased in order to comply with a legal obligation; when the personal data is processed in relation to the offer of information society services to a child.*
- *Your right to erasure can be refused where the personal data is processed for the following reasons: To exercise the right of freedom of expression and information; to comply with a legal obligation for the performance of a public interest task or exercise of official authority; for public health purposes in the public interest; archiving purposes in the public interest, scientific research historical research or statistical purposes; or the exercise or defence of legal claims.*
- *A right to have inaccurate personal data rectified if it is inaccurate or incomplete – this must be rectified within one month or two months if complex. (records of mistakes are considered accurate as long as it is clear the record was a mistake (rule also applies to opinions – subjective data) Where action is not taken in response to a request for rectification, this must be explained why to the individual, informing them of their right to complain to the supervisory authority and to a judicial remedy*
- *A right to claim compensation for damages caused by a breach of the against Regulation against both the Data Controllers and the Data Processors.*

Where individuals wish to see information, this is referred as a 'subject access request'. Compressed Air Solutions will respond promptly within one month of receiving the request. If the request is complex or numerous, this can be extended for a further two months. The reasons for the extension would be notifiable in writing within one month. Requests for information can be made to: gdprprocessor@compressedairsolutions.co.uk

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Compressed Air Solutions must have appropriate security to prevent the personal data being held being accidentally or deliberately compromised. We will:

- *Design and organise our security to fit the nature of the personal data we hold and the harm that may result from a security breach.*
- *Be clear about who in our company is responsible for ensuring information security.*
- *Make sure we have the physical and technical security, backed up by robust policies and procedures and reliable, well-trained staff.*
- *Be ready to respond to any breach of security swiftly and effectively – all breaches of personal data must be recorded, regardless of whether they are notifiable or not.*

Only the Data Controllers (Directors) and the Data Processors have access to stored confidential information, both electronically and paper copies.

We will not send personal data to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Compressed Air Solutions employees are required to use work emails and company telephones in line with the company policy. Only the two Company Directors are permitted access to all employee’s company emails; they will divert voice-mails in the employee’s absence.

Covert monitoring of employees is not permitted except in exceptional circumstances, where notifying individuals would make it difficult to prevent or detect such wrong doing where there are grounds for suspecting criminal activity or equivalent mal-practise.

This policy will be reviewed on an annual basis and disseminated to all employees electronically. Any legislative changes will be reviewed and implemented in accordance with guidelines. This review has incorporated the legislative changes under the new GDPR Regulation.

Signed 

Mark Scott, Managing Director
Date: 20th June 2023

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