

Policy- Data Protection

PURPOSE:

Bridge Civil Engineering Ltd (BCEL) recognises the importance of protecting personal data and respecting the privacy rights of employees, clients, suppliers, subcontractors and other individuals whose information may be processed during the course of our business activities.

The Company is committed to processing personal data lawfully, fairly, transparently and securely and in accordance with applicable data protection legislation.

SCOPE:

This policy applies to all employees, directors, agency workers, contractors, consultants and temporary staff working on behalf of BCEL.

It applies to all personal data processed by the Company, whether held electronically, on paper or in any other format.

Detailed requirements relating to confidentiality, information technology, electronic communications, monitoring arrangements and cyber security are contained within the Company's Employee Handbook and associated policies and procedures.

COMMITMENT:

The Board of Directors and Senior Management Team are responsible for ensuring that personal data is processed in accordance with the following principles:

- Personal data will be handled lawfully, fairly and in a transparent manner.
- Personal data will only be collected for specified, explicit and legitimate purposes.
- Personal data processed will be adequate, relevant and limited to what is necessary for those purposes.
- Personal data will be kept accurate and, where necessary, up to date.
- Reasonable steps will be taken to rectify or erase inaccurate personal data without delay.
- Personal data will be retained only for as long as necessary to satisfy legal, contractual and business requirements.
- Appropriate organisational measures will be implemented to safeguard personal data and prevent unauthorised access, disclosure, loss, misuse or alteration.
- Personal data will only be disclosed to authorised persons for legitimate business purposes.
- Individuals have the right to request access to personal data held about them and to exercise the rights available under applicable data protection legislation.

EMPLOYEE RESPONSIBILITIES:

All employees and others covered by this policy are responsible for:

- Complying with this policy and associated procedures.
- Maintaining the confidentiality of personal information obtained during the course of their work.
- Ensuring personal data is only accessed, used or disclosed where authorised.
- Taking reasonable care to prevent the loss, misuse or unauthorised disclosure of personal data.
- Reporting actual or suspected breaches of personal data security promptly.
- Cooperating with Company procedures designed to ensure compliance with data protection legislation.

DATA BREACHES:

Any actual, suspected or potential personal data breach must be reported immediately to the Managing Director or nominated Data Protection Lead.

The Company will investigate all reported incidents and take any necessary corrective actions. Where required by law, the Company will notify the appropriate regulatory authority and affected individuals.

DATA RETENTION:

Personal data will only be retained for as long as necessary to fulfil legal, regulatory, contractual and business requirements.

Information that is no longer required will be securely disposed of in accordance with Company procedures.

REVIEW AND COMMUNICATION:

We will review this policy annually or in the event changes to legislation, organisational changes or failures in the system are highlighted.

We will communicate this policy throughout the Company and make it available to interested parties on request.