



BARRIER SERVICES LTD.

Fencing Contractors

DOCUMENTS: Data Handling Statement

Policy Statement

Introduction

Barrier Services Ltd needs to collect and use certain types of information about employees of Barrier Services Ltd in order to carry on our work. This personal information must be collected and dealt with appropriately whether is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the Data Protection Act 1998.

Disclosure

Barrier Services Ltd may share data with agencies such as the local authority, funding bodies and other voluntary agencies.

The employee will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows Barrier Services Ltd to disclose data (including sensitive data) without the data subject's consent.

These are:

- *Carrying out a legal duty*
- *Protecting vital interests of an employee*
- *The employee has already made the information public*
- *Conducting any legal proceedings, obtaining legal advice or defending any legal rights*
- *Monitoring for equal opportunities purposes – i.e. race, disability or religion*
- *Providing a confidential service where the employees consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill employees to provide consent signatures.*

Barrier Services Ltd regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

To this end, Barrier Services Ltd will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

- *Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met*
- *Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes*
- *Shall be adequate, relevant and not excessive in relation to those purpose(s)*
- *Shall be accurate and, where necessary, kept up to date*
- *Shall not be kept for longer than is necessary*
- *Shall be processed in accordance with the rights of data subjects under the Act*
- *Shall be kept secure taking appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information*



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Fencing Contractors

DOCUMENTS: Data Handling Statement

- *Shall not be transferred 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 employees in relation to the processing of personal information.*

Barrier Services Ltd will, through appropriate management and strict application of criteria and controls:

- *Observe fully conditions regarding the fair collection and use of information*
- *Meet its legal obligations to specify the purposes for which information is used*
- *Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements*
- *Ensure the quality of information used*
- *Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:*
 - The right to be informed that processing is being undertaken,
 - The right of access to one's personal information
 - The right to prevent processing in certain circumstances and
 - The right to correct, rectify, block or erase information which is regarded as wrong information)
- *Take appropriate technical and organisational security measures to safeguard personal information*
- *Ensure that personal information is not transferred abroad without suitable safeguards*
- *Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information*
- *Set out clear procedures for responding to requests for information*

Data Collection

Barrier Services Ltd will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, Barrier Services Ltd will ensure that the employee:

- *Clearly understands why the information is needed*
- *Understands what it will be used for and what the consequences are should the employee decide not to give consent to processing*
- *As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed*
- *Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress*
- *Has received sufficient information on why their data is needed and how it will be used*

Data Storage

Information and records relating to service users will be stored securely and will only be accessible to authorised staff.

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.

It is Barrier Services Ltd responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.



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Data Access and Accuracy

All employees have the right to access the information Barrier Services Ltd holds about them. Barrier Services Ltd will also take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, Barrier Services Ltd will ensure that:

- *Everyone processing personal information understands that they are contractually responsible for following good data protection practice*
- *It deals promptly and courteously with any enquiries about handling personal information*
- *All employees are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them*

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

Terry Musson, Managing Director

3rd June 2019

