

1.0 OVERVIEW

Design4Structures (D4S) understands the importance of holding accurate information and protecting it from misuse and malicious access and is committed to do so in accordance with the General Data Protection Regulation and with the highest standards of ethical conduct.

This policy outlines the principles of data protection of all Information that is of Importance to the business.

2.0 PURPOSE

D4S is committed to adhering to the Data Protection Principles which state:

- Data must be processed lawfully, fairly and in a transparent manner
- Data must be obtained for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Data processed must be adequate, relevant and limited to what is necessary
- Data must be accurate and, where necessary, kept up to date, every reasonable step must be taken to ensure data that are inaccurate, are erased or rectified without delay
- Data must not be kept for longer than is necessary for the purposes for which the data is processed
- Data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Information is kept and processed about individuals for legal purposes (such as for payroll), for administration purposes and for the purposes of day-to-day people-management. The Company is aware that in order to process personal data, or sensitive personal data the Company must rely on the data being:

- necessary of the performance of a contract, or;
- in preparation for a contract, or;
- to comply with our legal obligations, or;
- for our legitimate business interests or;
- to perform a task carried out in the public interest or in the exercise of an official authority.

If the organisation wishes to hold and process data which does not fall within conditions listed above, then it will seek to obtain the consent of the individual.

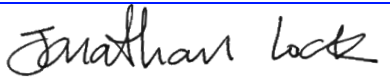
3.0 SECURITY

D4S is committed to taking steps to ensure that personal data is protected, and to prevent any unauthorised access, accidental loss, destruction, unlawful processing, equipment failure or human error, and will do this through the continual monitoring of our security systems and by training and awareness raising.

The Company is also committed to ensuring that subject data is kept for no longer than necessary and only kept as long as it's relevant and necessary for legitimate purposes.

4.0 PROCEDURE / PROCESSES

Supporting procedures/processes are available in SharePoint; conducted within the Employee Handbook.

Name:	Jonathan Lock	Signature:	
Job Title:	Managing Director	Date:	13/07/2022