



## Data Protection Policy

**Section: 2.13**  
**Issue: 2**  
**Review Date: 14/12/2022**  
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Lea Scaffolding & Access Ltd are committed to complying with all aspects of Data Protection legislation in its handling of personal information in relation to customers, suppliers and employees.

In order to operate the business effectively, Lea Scaffolding & Access Ltd needs to obtain, use and store information about its customers, suppliers and employees. Data protection legislation controls and limits the collection and use of information which relates to and identifies any person, which is described as 'personal data'. Both computerised information and paper-based records are covered.

The Data Protection Act 1998 requires Lea Scaffolding & Access Ltd, as data controller, to process data in accordance with the principles of data protection. These require that data shall be:

1. Processed fairly and lawfully;
2. Processed only for specific and compatible purposes;
3. Adequate, relevant and not excessive;
4. Kept accurate and up to date;
5. Retained for no longer than necessary;
6. Processed in accordance with the individual's rights;
7. Kept secure against unauthorised or unlawful processing, and against accidental loss or destruction or damage;
8. Not be transferred to a country or territory outside the European Economic Area unless it is adequately protected.

In order to assist in the implementation of these principles, the Company has put in place the following measures:

A Data Protection Officer, Karen Jones, Director with specific responsibility for the implementation of the data protection principles has been nominated to whom all queries in relation to data protection matters should be directed.

Where relevant, employees will undergo training in relation to data protection issues and any employee who feels that he or she requires such training should contact the data protection officer.

The Company will conduct regular audits in relation to the nature and extent of personal data which is being stored and the uses to which such data is being put, with the aim of monitoring compliance with the data protection principles described above and will act immediately to rectify any breach in any manner which it deems appropriate.

This Policy will be reviewed annually, to ensure that it reflects current legislation and regulations.

Director	Tom Lea	Signed		Dated	14/12/2022
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