



**Seaxe Contract Services Limited  
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**Telephone number: 07957 321092**

**Data Protection Policy**



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## OUR COMMITMENT TO PRIVACY

This data protection policy explains what information we gather about you, what we use that information for and who we give that information to. It also sets out your rights in relation to your information and who you can contact for more information or queries.

Please read this data protection policy carefully. If you have any requests concerning your personal information or any queries with regard to our processing, please contact us at [seaxe@hotmail.co.uk](mailto:seaxe@hotmail.co.uk)

Your privacy is important to us. To protect your privacy, we have provided this policy explaining our information practices, ensuring that we shall be responsible for, and be able to demonstrate, compliance with the principles of The Data Protection Regulation 2018 and the UK General Data Protection Regulations 2020 (UK-GDPR).

Signature: 

**Mr Kevin Lovett**  
**Director**  
**SEAXE Contract Services Limited**

Dated: **June 2024**

## DEFINITIONS

We identify ourselves as a 'controller' who determines the purposes and means of processing personal data on behalf of employees, contractors and clients and a 'processor' where we are responsible for processing personal data on behalf of employees, contractors and clients who would be identified as the 'controller'.

We use third party 'processors' and 'controllers' who are responsible for processing personal data on behalf of SEAXE Contract Services Limited (SCS).

'Personal data' refers to any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

'Client' refers to any client that has entered into a contract for works with SCS.

'Employee' or 'Contractor' refers to any persons that has worked for SCS.

## THE INFORMATION WE MAY COLLECT

We may collect and process the following data:

Client:

1. Name;
2. Address;
3. Email address;
4. Phone number;
5. Comments and feedback.



#### Employees:

1. Name;
2. Address;
3. Gender;
4. Email address;
5. Phone number;
6. Date of birth;
7. National Insurance Number;
8. Bank account details, payroll records and tax status information;
9. Salary, annual leave, sickness records, pension and benefits information;
10. Start and leaving date and reason for leaving;
11. Driving licence, passport, CV, references and right to work information
12. Job title, work history, working hours, holidays and training records.

#### HOW WE USE YOUR INFORMATION

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

#### Clients:

- to carry out our obligations arising from any contracts entered into between you and SCS and to provide you with the services that you request from us;
- to provide our workforce with your contact details to enable the works to be undertaken.

#### Employees and Contractors:

- to making a decision about your recruitment or appointment;
- to determine the terms on which you work for us;
- to check you are legally entitled to work in the UK;
- to pay you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs) or Construction Industry Scheme (CIS);
- to enrol you in a pension arrangement in accordance with our statutory automatic enrolment duties;
- to liaise with the trustees or managers of a pension arrangement operated by a group company, your pension provider and any other provider of employee benefits;
- to administer the contract we have entered into with you;
- to provide information for business management and planning, including accounting and auditing;
- to conduct performance reviews, managing performance and determining performance requirements;
- to make decisions about salary reviews;
- to assess qualifications for a particular job or task, including decisions about promotions;
- to gather evidence for possible grievance or disciplinary hearings;
- to make decisions about your continued employment or engagement;
- to make arrangements for the termination of our working relationship;
- to deal with legal disputes involving you, or other employees, workers and contractors, including accidents at work;
- to ascertain your fitness to work;
- to manage sickness absence;
- to comply with health and safety obligations;
- to prevent fraud;
- for equal opportunities monitoring.



## **KEEPING YOUR DETAILS UP TO DATE**

SCS always endeavour to make sure that the information we hold about you is accurate and up to date. If you have a change of name and/or contact details, please contact us on [seaxe@hotmail.co.uk](mailto:seaxe@hotmail.co.uk) or call us on 07957 321092.

## **RETENTION OF PERSONAL INFORMATION**

We will retain your personal information only for as long as it is required for the purposes for which it was collected, until the expiry of any certification or as required to do so by law. Our retention period will be 5 years. Where data is required to be kept after this time, it will be stored by encrypted backup.

## **RIGHTS IN RELATION TO YOUR INFORMATION**

You may have certain rights in relation to the personal information we hold about you. In particular, you may have a right to:

- request a copy of personal information we hold about you;
- ask that we update the personal information we hold about you, or correct such personal information that you think is incorrect or incomplete;
- ask that we delete personal information that we hold about you, or restrict the way in which we use such personal information;
- object to our processing of your personal information; and/or
- withdraw your consent to our processing of your personal information (to the extent such processing is based on consent and consent is the only permissible basis for processing).

If you would like to exercise these rights, please email: [seaxe@hotmail.co.uk](mailto:seaxe@hotmail.co.uk)

## **ACCESS DATA REQUESTS**

Where any subject access requests are received SCS will respond within one month of your request. SCS will require evidence to be able to confirm your identity. SCS will require that the person requesting access of their personal data attends the offices of SCS in person with a copy of their photographic ID, to confirm identity. The relevant contact details will be established at this time to enable SCS to issue the personal data.

## **OUR COMMITMENT TO DATA SECURITY**

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the personal information we collect.

Our computers can only be accessed by inputting the user name and password, we have firewall subscriptions in place that monitors and controls incoming and outgoing network traffic and we have malware security in place that scans for viruses and blocks dangerous files. Only encrypted memory sticks are used to hold the backups of our data.

Any hard copies of personal data will be kept in locked cabinets i.e. personnel files.

Although we use appropriate security measures once we have received your personal data, the transmission of data over the Internet (including by e-mail) is never completely secure. We endeavour to protect personal data, but we cannot guarantee the security of data transmitted to or by us.



Any personal information you give to us will only be used by SCS and by its controllers or processors and service providers. We do not sell or share personal information with third parties unrelated to it. We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

We have contracts in place with our data controllers and processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

## **PERSONAL DATA BREACH**

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. A personal data breach will occur whenever any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable, for example, when it has been encrypted, or accidentally lost or destroyed.

Where a security incident takes place SCS will quickly establish whether a personal data breach has occurred and, if so, promptly take steps to address it.

SCS will establish the likelihood and severity of the resulting risk to the subject's rights and freedoms. If it is likely that there will be a risk the breach will be reported to the ICO within 72 hours after becoming aware of the breach.

Where a breach is likely to result in a high risk to the rights and freedoms of individuals, SCS will inform the individual directly without undue delay.

## **FURTHER INFORMATION REGARDING GDPR**

Further details about The General Data Protection Regulation (GDPR) is available from the Information Commissioner's Office. <https://ico.org.uk/global/contact-us/>

## **HOW TO CONTACT US**

If you have any questions or complaints about this data protection policy or the way your personal information is processed, or would like to exercise one of your rights set out above, please contact us by email [seaxe@hotmail.co.uk](mailto:seaxe@hotmail.co.uk) or by phone on 07957 321092.