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## PROCEDURE

### 1. Introduction

The General Data Protection Regulations (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018 (DPA), defines UK law on the processing of data on identifiable living people. It is the main piece of legislation that governs the protection of personal data in the UK. Personal information is information about a living individual who can be identified from the information.

TRAD is committed to protecting the privacy of individuals and handles all personal information in a manner that complies with GDPR/ DPA. It is the personal responsibility of all employees, workers, subcontractors, agents and anyone else processing information on our behalf to comply with this policy and associated procedures and processes.

**Note:** this Policy is underpinned by ALTRAD group policies, including the ALTRAD Code of Conduct, also available on our website.

Any deliberate breach of this policy could amount to a criminal offence under one or more pieces of legislation, for example the Computer Misuse Act 1990 and GDPR/ DPA. All breaches will be investigated and appropriate action taken.

**Note:** only the Managing Director or the HR Director or Finance Director to report a significant breach to the Information Commissioner's Office (ICO) – <https://ico.org.uk/> – to ensure a full investigation, accuracy and transparency.

This policy explains what TRAD's expectations are when processing personal information, including that of our employees, workers, subcontractors, clients and customers.

**Note:** the Privacy Policy and Cookie Policy can be found on TRAD's website and has not been repeated here to minimise confusion if it is subsequently updated: <https://www.tradgroup.co.uk/>

### 2. Data Protection Principles

GDPR/ DPA is supported by a set of six principles which must be adhered to whenever personal information is processed. Processing includes obtaining, recording, using, holding, disclosing and deleting personal information.

The GDPR/ DPA principles state that personal information must:

Be processed fairly, lawfully and transparently	Be obtained for a specified, explicit and legitimate purpose	Be adequate, relevant and limited to what is necessary
Be accurate and where necessary up to date	Not to be kept longer than is necessary	Be handled ensuring appropriate security

### 3. Access and Use of Personal Information

Access and use of personal information held by TRAD is only permitted by employees, workers, subcontractors, agents and anyone else processing information on our behalf, for the purpose of carrying out their duties. Use or access for any other purpose is not allowed.

Deliberate unauthorised use and access to copying, destruction or alteration of or interference with any personal information is prohibited.

#### 4. Collecting Personal Information

When personal information is collected, for example on an induction form, questionnaire, survey or an application form, the 'data subject' (that is the person who the information is about) must be told. This is known as a Privacy Notice.

Personal information collected, must be adequate, relevant and not excessive for the purpose of the collection. A person's name and other identifying information should not be collected where anonymous information would suffice. Privacy by design should always be considered when processing personal data, e.g. only collecting the personal data you need (data minimisation), use anonymisation, etc.

If the information is collected for one purpose, it cannot then be used for a different and unconnected purpose without the data subject's consent unless there is another lawful basis for using the information (see section 5 below). It must be made clear to the 'data subject' all the purposes that their information may be used for **at the time the information is collected**.

#### 5. Lawful Basis for Processing

When TRAD processes personal information, it must have a lawful basis for doing so.

GDPR/ DPA also defines special category personal information as information relating to:

- Race and ethnic origin
- political opinion
- religious or philosophical beliefs
- trade union membership
- processing of genetic/biometric data to uniquely identifying a person
- physical or mental health or medical condition;
- sexual life

Whenever TRAD processes personal information, it must be able to satisfy at least one of the conditions in Article 6 of GDPR/ DPA and when it processes 'special category' personal information; it must be able to satisfy at least one of the conditions in Article 9 of GDPR /DPA as well.

TRAD can process personal information if it has the data subject's consent (this needs to be 'explicit' when it processes sensitive personal information). In order for consent to be valid it must be 'fully informed' which means the person giving consent must understand what they are consenting to and what the consequences are if they give or refuse consent. Consent must not be obtained through coercion or under duress and should be recorded.

## 6. Disclosing Personal Information

Personal information must not be given to anyone internally or externally, unless the person giving the information is fully satisfied that the enquirer or recipient is authorised in all respects and is legally entitled to the information.

If personal information is given to another organisation or person outside of TRAD, the disclosing person must identify the lawful basis for the disclosure (see section 5 above) and record their reasoning for using this basis. This record as a minimum should include:

- a description of the information given;
- the name of the person and organisation the information was given to;
- the date;
- the reason for the information being given; and
- the lawful basis.

If an information sharing agreement or protocol exists, this should be adhered to when providing personal information to others. The agreement/protocol will provide the legal basis for disclosure.

In response to any lawful request, only the minimum amount of personal information should be given. The person giving the information should make sure that the information is adequate for the purpose, relevant and not excessive.

When personal information is given either externally or internally, it must be communicated in a secure manner.

## 7. Accuracy and Relevance

It is the responsibility of those who receive personal information to make sure so far as is possible, that it is accurate and up to date.

**Note:** Personal information should be checked at regular intervals, to make sure that it is still accurate and up to date.

If the information is found to be inaccurate, steps must be taken to put it right. Individuals who input or update information must also make sure that it is adequate, relevant, legible and professionally worded.

'Data subjects' have a right to access personal information held about them and have errors corrected. More information about a data subject's rights can be found in Section 9 of this policy.

## 8. Retention and Disposal of Information

TRAD holds a large amount of personal information. The DPA 18 requires that we do not keep personal information for any longer than is necessary. Personal information should be

checked at regular intervals and deleted or destroyed securely when it is no longer needed, provided there is no legal or other reason for holding it.

TRAD's Retention Schedule must be checked before records are disposed of, to make sure that the prescribed retention period for that type of record is complied with.

## 9. Individuals (Data Subjects) Rights

Individuals have a number of rights under GDPR/DPA. These include:

- **The right to be informed** – See section 4 - **Collecting Personal Information**
- **The right to access** – A person can ask for a copy of personal information held about them (this is known as a Subject Access request - SAR);
- **The right to rectification** – Personal data can be rectified if it is inaccurate or incomplete
- **The right to erasure** – Person can ask for the deletion or removal of personal data where there is no reason for its continued processing
- **The right to restrict processing** – Person has the right to block or suppress processing of their personal data
- **The right of data portability** – Allows a person to obtain and reuse their personal data for their own purposes
- **The right to object** – A person can object to an organisation processing their personal data for direct marketing, on the basis of legitimate interests or for scientific/historical research and statistics
- **Rights related to automated decision making/profiling** – A person can ask for human intervention in an automated process

TRAD have one calendar month in which to respond to a SAR, provided the applicant has put their request in writing by completing a subject access request form and suitable proof of identification has been supplied. An extension of a further 1-2 months will be applied where a request is deemed complex

The HR Department co-ordinates the processing of all SAR requests.

## 10. Keeping Personal Information Safe

TRAD will ensure all personal information is kept secure. This includes maintaining safe and secure IT, with appropriate password protection; maintaining tidy desks with all personal information locked or secured; maintaining appropriate levels of security in regard to finance and payroll; using appropriate methods of delivering personal information to others/or receiving it, to ensure security. This also includes ensuring all relevant employees and workers are appropriately trained/briefed to ensure security of personal information and highlighting any incidents or near misses, to ensure learnt lessons.

## 11. Reporting Security Incidents

TRAD has a responsibility to monitor all incidents that occur within the organisation that may breach the security and/or the confidentiality of its information. All incidents need to be identified, reported, investigated and monitored. It is only by adopting this approach that TRAD can learn from its mistakes and prevent losses recurring.

Any such incident must be reported immediately to the HR Director and/or Finance Director, who will discuss the incident with the Managing Director.

Specific procedures have been developed for the reporting of all information security incidents. It is designed to make sure that all relevant information is communicated correctly so that timely corrective action can be taken.

All employees and workers (permanent, temporary and contractors etc) must be aware of the procedures and obligations in place for reporting the different types of incidents which may have an impact on the security of TRAD's information.

## 12. Reporting to the Information Commissioner's Office (ICO)

TRAD has a responsibility to inform ICO of a significant breach, ensuring that the protocol of investigating the incident and reporting is followed (using the ICO self-assessment form available on the ICO website: <https://ico.org.uk/for-organisations/report-a-breach/>)

**Note:** Following a breach, and discussion with the Managing Director only the HR Director or Finance Director is authorised to report a significant incident to the ICO.

The ICO state on their website that:

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

If you experience a personal data breach you need to consider whether this poses a risk to people. You need to consider the likelihood and severity of the risk to people's rights and freedoms, following the breach. When you've made this assessment, if it's likely there will be a risk then you must notify the ICO; if it's unlikely then you don't have to report. **You do not need to report every breach to the ICO.**

### **13. How Data Protection/GDPR affects YOU, the employee or worker**

Under the General Data Protection Regulations (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018 (DPA), the data protection principles set out the main responsibilities for organizations.

Legislation requires that personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Personal data to be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Personal data shall be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

This document will give you some useful information about the type of information that TRAD keep about you and the purposes for which it keeps them.

Throughout your employment and for as long a period as is necessary following the termination of your employment, the company will need to keep information about you for purposes connected with your employment, including your recruitment and the termination of your employment.

The records may include: information gathered from you and any references obtained during your recruitment; details of your terms of employment; payroll, tax and national insurance information; information about your performance; details of your grade and job duties; health records; absence records including holiday records and self-certification forms; details of any disciplinary investigations and proceedings; training records; contact names and addresses; correspondence with the Company and other information that you have given to the company.

We believe these uses are consistent with our employment relationship and with the principles of Data Protection. The information we hold will be for our management and administrative use only but we may, from time to time, need to disclose some information we hold about you to relevant third parties (e.g. where legally obliged to do so by the Inland Revenue or where requested to do so by you for the purposes of giving a reference). We may



also transfer information about you to another group company/ head office solely for purposes connected with your career or the management of TRAD business.

You should always be aware that the company may hold the following information about you, for which disclosure to any person will only be made when strictly necessary for the purposes set out below:

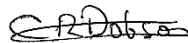
- Your health for the purposes of compliance with our health and safety and occupational health obligations; for the purposes of HR management and administration, for example, to consider how your health affects your ability to do your job and, if you are disabled, whether you require any reasonable adjustments to be made to assist you at work; and the administration of insurance, pension and sick pay.
- In connection with unspent convictions to enable us to assess your suitability for employment.
- We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining and maintaining insurance coverage, managing risks, obtaining professional advice and managing legal disputes.
- We may disclose your personal data to our clients, as reasonably necessary in relation to our obligation in fulfilling a contract thus allowing our clients to undertake audits when necessary. Wherever possible we will always endeavour to anonymise your data.
- Where we share your personal data with any third party, we will ensure this processing is protected by appropriate safeguards including a suitable data processing agreement with that third party.
- In addition to the specific disclosures of personal data detailed above, we may also disclose your personal data where such disclosure is necessary for compliance with a legal obligation we have to comply with, or in order to protect your vital interests or the vital interests of another individual.

## Declaration

TRAD is fully committed to ensuring compliance both with the letter and spirit of the principles of this Policy. For that reason, Mr. Dobson has been appointed with the responsibility and authority to oversee and drive compliance. Managing Director, Directors and Managers are committed to continual improvement and this Policy will be reviewed annually and the Policy will be disseminated throughout the company and supply chain as required.

For and on behalf of TRAD:<sup>1</sup>

**Colin Dobson,**  
**TRAD UK,**  
**Managing Director**



**Dated:** as front page

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<sup>1</sup> Please note that TRAD UK is a business name of TRAD Hire & Sales Limited; Registered Office: Albion Road, Dartford, Kent, DA1 5PZ. Registered in England No. 3491083.