

GENERAL DATA PROTECTION POLICY



**MARSHALL
CONSTRUCTION**

MAY 2023

General Data Protection Policy

It is a legal requirement for the company to comply with the Data Protection Regulations, 2018. It is also company policy to ensure that every employee maintains the confidentiality of any personal data held by the company in whatever form.

Data protection principles

The company needs to keep certain information about its employees, customers and suppliers for financial and commercial reasons and to enable us to monitor performance, to ensure legal compliance and for health and safety purposes. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

Personal data must be:

- obtained fairly and lawfully and shall not be processed unless certain conditions are met;
- obtained for specified and lawful purposes and not further processed in a manner incompatible with that purpose;
- adequate, relevant and not excessive;
- accurate and up-to-date;
- kept for no longer than necessary;
- processed in accordance with data subjects' rights;
- protected by appropriate security;
- not transferred to a country outside the European Union without adequate protection.

In processing or using any personal information you must ensure that you follow these principles at all times.

Data Controller

To ensure the implementation of this policy the company has designated the Finance Director as the company Data Controller. The Data Controller is also responsible for reporting any data breaches to the regulator within 72 hours. It is the Data Controllers' responsibility to liaise with the company's IT Specialists to ensure their security systems are suitable and secure and that they will delete any employee information at the request of the employee.

Notification of data held

You are entitled to know:

- what personal information the company holds about you
- how it is stored, including security measures
- who it is shared with and
- how long it is held

This information is available from The **Finance** Director. The employee also has the right to be 'forgotten' when leaving the company and all personal data will be deleted (providing there are not any legal reasons for keeping the data).

Individual responsibility

As an employee, you are responsible for:

- checking that any information that you provide in connection with your employment is accurate and up to date;
- notifying the company of any changes to the information you have provided, for example, changes of address;
- Ensure that you are familiar with and follow the data protection policy.

Any breach of the data protection policy, either deliberate or through negligence, may lead to disciplinary action being taken and could in some cases result in criminal prosecution.

Data security

You are responsible for ensuring that:

- any personal data that you hold, whether in electronic or paper format, is kept securely;
- personal information is not disclosed either verbally or in writing, accidentally or otherwise, to any unauthorized third party;
- items that are marked 'personal' or 'private and confidential', or appear to be of a personal nature, are opened by the addressee only.

You should not use your office address for matters that are not work-related.



B McDermott
Managing Director
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