



Bailey Services Ltd
CQV Life Science Engineers

Data Protection Policy

(GDPR)

Issue 01

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1.0 DEFINITIONS

The Company	Bailey Services Ltd (BSL)
Contractors	All personnel working for BSL but employed through a third party.
Personnel	Includes contractors as defined above.
GDPR	EU General Data Protection Regulation.
Data Controller	BSL at 46 Cheddleton Park Avenue, Cheddleton, Leek, Staffordshire, ST13 7NS
Personal Data	Personal data is any information relating to a person who can be identified, directly or indirectly, either by an 'identifier' (such as their name, or an identification number, or by location or online data, or through factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person).
Special Categories of Personal Data	Previously known as sensitive personal data. Refers to data that includes information such as: <ul style="list-style-type: none"> • Race • Ethnic origin • Politics • Religion • Trade union membership • Genetics • Biometrics • Health • Sexual orientation
Data Subject	Living individuals whose data is held, and who can be identified from the data, for example all Personnel, clients, suppliers and job applicants.
Data Processor	The natural or legal person which processes Personal Data on behalf of the Data Controller
Processing	Processing means any operation or set of operations which is performed on personal data or on sets of personal data whether or not by automated means such as (but not limited to) collection, recording, storage, use or disclosure.
Data Privacy Notices	Data Privacy Notices mean the Privacy Notice in respect of clients, contractors, suppliers, and other third parties, which is available in Appendix 1 and via admin@baileyservicesltd.co.uk

2.0 PURPOSE & SCOPE

The purpose of this policy is to:

- set out how the Company processes Personal Data in line with the General Data Protection Regulations; and
- explain how the Company requires all Personnel to process Personal Data which they may have access to in the course of their work.

This policy supplements other policies relating to security awareness, confidentiality and social media usage.

This policy applies to all Personnel. This policy does not form part of any contract of employment or consultancy agreement and it may be amended at any time.

3.0 RESPONSIBILITIES

The Company has the responsibility to ensure accountability and transparency in all its use of Personal Data and explain how it complies with the key GDPR principles.

The Company will liaise with clients and suppliers, who do or may process Personal Data about Personnel, to assess their commitment to compliance with the GDPR.

Personnel are responsible for understanding their data protection obligations and ensure any data processing activities comply with this policy. They are also responsible for reading relevant material that is provided by the Company.

4.0 POLICY FRAMEWORK

4.1 Introduction

The Company holds Personal Data about Personnel, clients, suppliers and other individuals for a variety of business purposes. Through this policy, BSL is committed to protecting the rights of Data Subjects and safely and securely processing their data in line with the principles of data protection (the Principles) enumerated in the EU General Data Protection Regulation.

4.2 Intentions and Expectations

The Company will make every effort possible to comply with the following Principles of data protection. The Principles are:

i. Lawful, fair and transparent

Data collection must be fair, for lawful purposes and the Company must be open and transparent about how the data will be used.

ii. Limited for its purpose

Data can only be collected for a specific purpose

iii. Data minimisation

Any data collected must be necessary and not excessive in its purpose

iv. Accurate

The data held must be accurate and up to date. The Company shall use reasonably practicable measures to maintain the currency and accuracy of the data.

v. Retention

The data cannot be stored for longer than is necessary

vi. Integrity and confidentiality

Data must be processed in accordance with the Data Subject's rights, not transferred without adequate protection or without consent. The data held must be kept safe and secure.

Under GDPR, the Company must ensure accountability and transparency in its use of Personal Data and show how it complies with each Principle.

4.3 Fair and lawful processing

Personal Data must be processed fairly and lawfully. At least one of the following conditions must apply whenever the Company processes Personal Data:

- **Contract**

The processing is necessary to fulfil or prepare a contract for the individual.

- **Legal obligation**

The Company has a legal obligation to process the data.

- **Vital interests**

Processing the data is necessary to protect a person's life or for use in a medical situation.

- **Public function**

Processing is necessary to carry out a public function, a task or public interest or the function has a clear basis in law.

- **Legitimate interest**

The processing is necessary to protect the legitimate interests of the Company or a third party, except where this is overridden by the interests or rights of the individual.

4.4 Privacy Notices

A Privacy Notice informs individuals of the following:

- i. what Personal Data the Company collects about them;
- ii. why the Personal Data is required and how the Company uses the data;
- iii. how long the Company keeps the data for; and
- iv. the lawful basis for processing the data.

It is therefore necessary when handling Personal Data that all Personnel:

- i. ensure any Personal Data they are responsible for processing is done in line with the Company and Personnel Data Privacy Notices;
- ii. ensure that the Company only collects data it needs, and for the purposes intended, which will only be for reasonably necessary legitimate business purposes;
- iii. where specific consent is required to process specific data, ensure that no data is held or processed for reasons other than for what the consent was granted; and

- iv. always refer to BSL where there is a requirement to process Personal Data not covered by an existing documented process or Privacy Notice.

4.5 Special Categories of Personal Data

In most cases, the Company will require a Data Subject's explicit consent to collect and use Special Categories of Personal Data unless exceptional circumstances apply or the Company is required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed. Without a lawful basis for processing Special Categories of Personal Data, the processing activity must cease.

Furthermore, due to the fact there are specific restrictions on the processing of information about criminal offences, should Personnel become aware of any data in respect of an actual or potential criminal offence, they must notify BSL immediately.

4.6 How long should the Company keep Personal Data for?

Personal Data must not be retained any longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the Personal Data was obtained.

Personal data retention guidelines are documented and communicated to Data Subjects via the relevant Privacy Notice. Once the Personal Data retention period has expired, Personnel must ensure they either obtain consent to hold the data for longer or they should delete or shred all copies of the data where possible.

4.7 Transferring Personal Data internationally

There are restrictions on international transfers of Personal Data. Personnel must not transfer Personal Data outside the European Economic Area without first consulting BSL.

4.8 Data security

Personal Data must be kept secure against loss or misuse. Personnel should ensure:

- i. all Personal Data is stored with the appropriate Data Processor;
- ii. where data is kept on printed paper, it is kept in a secure place where unauthorised Personnel cannot access it;
- iii. printed data is shredded when no longer needed;
- iv. they are not careless with the data or store it incorrectly i.e. not store any Personal Data on personal drives on laptops, computers or portable devices;
- v. secure printing options are used when printing documents containing Personal Data; and
- vi. any forms of communication containing confidential, personal or sensitive data relating to individuals are drafted and sent with appropriate due diligence.

Technical measures must be put in place in order to keep data secure.

BSL will:

- i. risk assess any new IT systems to ensure compliance with this policy prior to implementation;
- ii. maintain up to date security systems (using firewalls and encryption technology where appropriate);
- iii. restrict access to personal data to those who have a business need to use it;

- iv. train all Personnel on the importance of data security; and
- v. review data security regularly.

4.9 Personnel who work for or with clients or any other third parties

All Personnel working for the Company are expected to comply with the ethos and specific terms of this Data Protection Policy in relation to the processing of data whilst providing services to a client or third party, whether on-site or from the Company's offices.

In addition, the Company requires all Personnel to comply with the specific terms of each client's or third party's Data Protection Policy. In some cases, Personnel may be asked to sign such policy as part of the management of the Company's business and the performance of an individual's contract with the company.

Personnel consent to signing third party Data Protection Policies in either their contract of employment or consultancy agreement but must obtain authorisation from a director before doing so.

4.10 Rights of Data Subjects

All individuals have rights to their data, which must be respected and complied with by all Personnel:

- i. **right to be informed** about the processing of Personal Data, for instance through the provision of privacy notices;
- ii. **right to rectification** if the Personal Data is inaccurate or incomplete (requests to amend should normally be processed within one month);
- iii. **right of access** to Personal Data and supplementary information, and the right to confirmation that Personal Data is being processed;
- iv. **right to be forgotten** by having Personal Data deleted or removed on request where there is no compelling reason for the Company to continue to process it or where consent is withdrawn (requests to be forgotten should normally be processed within one month);
- v. **right to restrict processing** of Personal Data, for example, if considered that processing is unlawful or that the data is inaccurate;
- vi. **right to data portability** of the Personal Data so that individuals can reuse it for their own purposes should they wish; and
- vii. **right to object to the processing of their Personal Data** for direct marketing, scientific or historical research, or statistical processes.

4.11 Data Subject Access Requests (SARs)

Under the GDPR regulations, an individual has the right to receive confirmation that their data is being processed, access to their data and supplementary information which means the information which should be provided in a Privacy Notice. Subject Access Requests should be made to BSL who will respond within one month of the request. The request must be specific and made for data protection purposes only. The Company reserves the right to charge a fee for the request if the request is deemed to be unfounded or excessive (e.g. many repetitive requests).

4.12 Breaches of policy

Personnel must raise any concerns, notify any breaches or errors and report anything contradictory to this Policy or the Company's legal obligations to BSL in the first instance.

A breach of any of the above guidance is considered by the Company to be a disciplinary matter and may result in a review of the appropriateness of the continued engagement by the Company of a

Contractor.

The Company will be required to inform Data Subjects affected by the breach. Depending on the seriousness of the breach, there may be a requirement to report breaches to the Information Commissioners Office.

5.0 REFERENCES

Guide to Data Protection	Information Commissioners Office https://ico.org.uk/for-organisations/guide-to-data-protection/
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6.0 REASON FOR UPDATE

Revision	Reason for Update	Clause
01	New GDPR regulations	All

Appendix 1: BSL Data Privacy Notice

Data Controller and Data Processor: Bailey Services Ltd, 46 Cheddleton Park Avenue, Cheddleton, Leek, Staffordshire, ST13 7NS

Clients/Supplier/Sub-contractors: Information which may be collected and processed for maintaining a business relationship with you. This includes maintaining contact with you during the course of a project or potential project; to inform you of relevant news, events, activities and services; to provide services to you; or to purchase goods, materials and services from you:

- your name
- your company address
- your email address
- your telephone number(s)
- your job title
- your CV/work history
- medical information
- evidence of competence/training
- Health & Safety certifications
- any other information voluntarily provided by you

This information will have been provided, or will be provided, by you or a third party who we work with, such as your nominated tender manager.

How we use the information

The above information is used to contact you, and in the case of sub-contractors it is used to assess suitability for provision of goods, materials and services.

The information may be used as follows:

For proposal and project communications and for marketing purposes.

For the purposes of purchasing goods, materials and services for the legitimate running of the business. Sharing with approved third parties as part of the proposal or project process, should there be a requirement to do so.

To comply with our obligations under CDM regulations.

How we hold the information

All the personal data we have is stored securely on our database in the UK. Information related to site Health & Safety may be held on site in a secure location.

Disclosure of your information

Your personal data will be treated as company confidential and will be shared with staff to offer and provide our services to you and with staff directly involved in the proposal or delivery of a project for you.

Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this.

Trusted third parties that we may share your data with include: contractors / sub-contractors involved in the proposal or delivery of a project for you.

What is the legal basis for processing the information?

The legal basis for retaining this data is to enable us to comply with the specific terms of your contract, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal

position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that.

Your rights

- **right to access your data** - You currently have the right at any time to ask for a copy of the information about you that we hold. If you would like to make a request for information, please email admin@baileyservicesltd.co.uk
- **right to be informed** about the processing of personal data via this Privacy Notice
- **right to rectification** if your personal data is inaccurate or incomplete please email admin@baileyservicesltd.co.uk. Requests to amend information will normally be processed within one month
- **right to be forgotten** by having personal data deleted or removed on request where there is no compelling reason for BSL to continue to hold and process it. Requests to be forgotten should normally be processed within one month. Please email admin@baileyservicesltd.co.uk
- **right to restrict processing** of personal data, for example, if you consider that processing is unlawful or that the data is inaccurate
- **right to data portability** of the personal data so that you can reuse it for you own purposes should you wish
- **right to object to the processing of your personal data** for direct marketing, scientific or historical research, or statistical processes.

Retention of your data

Your data will be retained for no longer than is necessary and in accordance with our normal data retention guidelines. The legal requirement for retention of data:

- For general business and financial data this may be for a period of 6 years
- For project related data this may be for a period of 12 years beyond the end date of the project contract.

Right to Object

Where information about you is required by law for the provision of our services, we will retain that data in accordance with our normal data retention guidelines. Outside of that data, you are under no statutory or contractual requirement or obligation to provide us with your personal data, but this may reduce or prevent communication with you. In order to object to the use of your data contact us by emailing admin@baileyservicesltd.co.uk

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by emailing admin@baileyservicesltd.co.uk or contacting us at the business address of BSL. If your concern is not dealt with to your satisfaction you may wish to contact the Information Commissioners Office at <https://ico.org.uk/concerns/>

Contact

Please address any questions, comments and requests regarding our data processing practices to admin@baileyservicesltd.co.uk

Changes to the Privacy Notice

This Privacy Notice may be changed by us at any time. This Privacy Notice will be updated in due course to comply with any further requirements under the GDPR.

BSL Held Information

Type of information	The personal data we may collect	How we use your personal data
Information about you:	Name, address, former addresses, date of birth, marital status, nationality, gender, signature.	To provide contracts of employment.
Information to contact you at work or home:	Name, address, telephone numbers (home and mobile) and email addresses.	<p>Your personal contact details may be used to contact you:</p> <ul style="list-style-type: none"> • in the event of an emergency • to contact you and provide you with information <p>Your work contact details may be used to facilitate communication between you and other people within the work context.</p>
Information about who to contact in case of emergency:	Name, address, telephone numbers of your nominated emergency contacts and their relationship to you.	To inform your emergency contact/s or next of kin should something happen to you whilst at work.
Information to identify you:	Passport, work visas/residence permit, Home Office documentation, birth/adoption certificates, identity card, NI number.	To comply with our legal obligations to determine your right to work.
Information about your suitability to work for BSL and/or a relevant third party	References, interview notes, questionnaire or test results.	To conduct screening, assessments and interviews to assess your suitability for work for BSL or a relevant third party (such as a client).
Information about your skills and experience:	CVs (your own or agency generated), references, records of qualifications, professional body membership information and membership number.	<p>To assess your suitability for work for BSL.</p> <p>For workforce development and planning, training and quality purposes.</p> <p>To demonstrate specific availability of competence in tenders and proposals to new and existing clients.</p>
	Skills and training	<p>To assess your suitability for work for BSL.</p> <p>Verification of competence</p>

Type of information	The personal data we may collect	How we use your personal data
Information about your terms of engagement with BSL:	Contract, Job Title and Terms of Reference.	To administer your contract.
Information that we need to pay you:	Bank account details, national insurance number, salary.	For compensation.