

ARTISAN ELECTRICAL

1-3 Ada Street, Queensbury, BD13 2HL

Tel 01274 414340 Mobile 07761 552319

E-mail info@artisan-electrical.co.uk



Data Protection Policy

Policy Statement

Artisan Electrical & Security Ltd is committed to the protection of the rights and freedoms of individuals in accordance with the provisions of the UK General Data Protection Regulation (UK GDPR). We will comply fully with the requirements of UK GDPR and will follow procedures to ensure that all persons who have access to any personal data held by or on behalf of Artisan Electrical & Security Ltd are aware of their duties and responsibilities under the legislation.

We will ensure that all personal information is processed properly, whether it is collected, retained, used, or otherwise processed on paper, in computer records, or by other means. Accurate, proportionate, and up-to-date records are kept to ensure good service to customers and to comply with employment and company legal requirements.

Artisan Electrical & Security Ltd processes information about its staff and those it works with, including current, past, and prospective employees and customers. Customers and employees are informed that the company retains a record of its contact or work with them.

Artisan Electrical & Security Ltd shall ensure it has obtained all authorisations and registrations and provided all notifications necessary under data protection legislation to lawfully carry out its data processing activities.

Definitions

Personal Data: Any information relating to an identified or identifiable natural person ("data subject").

Special Categories of Personal Data: Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic and biometric data, and data concerning health, sex life, or sexual orientation.

Personal Data Breach: Any breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored, or otherwise processed.

Processing: Any operation performed on personal data, including collection, storage, use, disclosure, and erasure.

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GDPR Data Protection Principles

Artisan Electrical & Security Ltd will comply with the following data protection principles:

- Process data lawfully, fairly, and transparently.
- Obtain data for specified, explicit, and legitimate purposes only.
- Process data only in ways compatible with the purposes for which it was collected.
- Ensure data is adequate, relevant, and limited to what is necessary.
- Keep data accurate and up to date.
- Retain data only as long as necessary.
- Process data in accordance with individuals' rights.
- Keep data secure and protected from unauthorised processing, loss, or damage.
- Not transfer data outside the UK without appropriate safeguards.

Governance

Data Protection Lead

The Director will appoint a named Data Protection Lead, who shall:

- Inform and advise Artisan Electrical & Security Ltd and its employees about their GDPR obligations.
- Monitor compliance with UK GDPR, including training and audits.
- Oversee and provide advice on Data Protection Impact Assessments (DPIAs).
- Act as the key contact point for the Information Commissioner's Office (ICO).

All Employees

All employees must:

- Familiarise themselves with UK GDPR and ensure they understand their responsibilities.
- Read and comply with this policy.
- Ensure their personal information is accurate and up to date.
- Report security risks and personal data breaches.

Training

All employees will receive data protection training, which will include handling personal data, identifying breaches, and UK GDPR obligations. Training records will be kept for three years.

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Confidentiality

All customer information is treated as confidential. Data is shared only when necessary for work completion and with customer consent unless required for safeguarding.

Consent

Consent must be freely given, specific, informed, and unambiguous. Customers must actively opt in, and records of consent will be maintained. Consent may be withdrawn at any time.

Process Management

Artisan Electrical & Security Ltd actively manages personal data through an annual review cycle. This includes:

- An information register and associated DPIAs.
- A risk register reviewed annually.

Data Protection Impact Assessments (DPIA)

DPIAs will be conducted annually and when new technologies or high-risk processing activities are introduced.

Action Log & Risk Register

A maintained action log and risk register will track risks, mitigations, and actions taken to ensure compliance.

Registration

Artisan Electrical & Security Ltd shall ensure it obtains all necessary authorisations and registrations under data protection legislation.

Subject Access Requests

Individuals have the right to access their personal data. Requests must be made in writing to the Director and responded to within one month.

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Accuracy & Erasure

Artisan Electrical & Security Ltd will ensure personal data is accurate and up to date. Individuals have the right to request rectification or erasure of inaccurate data.

Personal Data Breach

All breaches must be reported and recorded. Serious breaches will be reported to the ICO within 72 hours. The Data Protection Lead will investigate and implement remedial actions.

Technology & Security

Appropriate technical and organisational measures will be taken to protect personal data, including complex passwords and security protocols. Devices must be securely wiped before disposal.

External Processors

Artisan Electrical & Security Ltd will ensure external data processors comply with this policy and data protection legislation through contractual agreements.

SIGNED:

A handwritten signature in black ink, starting with a large loop and ending with a long horizontal stroke.

NAME: Joshua Thwaites

DATE: 06/10/2022

Policy Review:

<u>Date Reviewed</u>	<u>Reviewed By</u>	<u>Outcome</u>
20/03/2025	D Bean	revised and amended