



Data Protection Policy

Introduction

BF Engineering Services Ltd (BFES) needs to collect and use certain types of information about the Individuals or Service Users who come into contact with BFES in order to carry out our work. This personal information must be collected and dealt with appropriately whether it is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the General Data Protection Regulations (GDPR and Data Protection Act 2018).

This policy sets out how we seek to protect personal data and ensure that staff understand the rules governing their use of personal data to which they have access in the course of their work.

Data Controller

BFES is the Data Controller, which means that it determines what purposes personal information held and what it will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

There are six lawful reasons BFES may process personal data under the GDPR:

These are:

1. Performance of a contract - where the personal data collected and processed are required to fulfil a contract with the Individual/Service User, explicit consent is not required. This will often be the case where the contract cannot be completed without the personal data in question e.g. a delivery cannot be made without an address to deliver to;
2. Legal obligation - if the personal data is required to be collected and processed in order to comply with the law, then explicit consent is not required. This may be the case for some data related to employment and taxation for example, and for many areas addressed by the public sector.
3. Vital interests of the Individual/Service User - in a case where the personal data are required to protect the vital interests of the Individual/Service User or of another natural person, then this may be used as the lawful basis of the processing. BFES will retain reasonable, documented evidence that this is the case, whenever this reason is used as the lawful basis of the processing of personal data. As an example, this may be used in aspects of social care, particularly in the public sector.
4. Task carried out in the public interest - where BFES needs to perform a task that it believes is in the public interest or as part of an official duty then the Individual/Service User's consent will not be requested. The assessment of the public interest or official duty will be documented and made available as evidence where required.
5. Legitimate interests - if the processing of specific personal data is in the legitimate interests of the company and is judged not to affect the rights and freedoms of the Individual/Service User in a significant way, then this may be defined as the lawful reason for the processing. Again, the reasoning behind this view will be documented.
6. Consent - unless it is necessary for a reason allowable in the GDPR, BFES will always obtain explicit consent from an Individual/Service user to collect and process their data. Transparent information about our usage of their personal data will be provided to Individuals/Service Users at the time that consent is obtained and their rights with regard to their data explained, such as the right to withdraw consent. This information will be provided in an accessible form, written in clear language and free of charge;



As such, BFES processes personal data in accordance with the following data protection principles:

- a) we process personal data lawfully, fairly and in a transparent manner;
- b) we collect personal data only for specified, explicit and legitimate purposes;
- c) we process personal data only where it is adequate, relevant and limited to what is necessary for the purposes of the processing;
- d) we keep accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay;
- e) we retain personal data only for the period necessary for the processing;
- f) we adopt appropriate measures to make sure that personal data is secure and is protected against unauthorised or unlawful processing and from accidental loss, destruction or damage.

BFES, its employees and other individuals who process or use any personal information must ensure that they follow these principles at all times and in accordance with this policy. Any failure to follow the policy can result in disciplinary proceedings.

BFES will, through appropriate management and strict application of criteria and controls:

- a) access only data that they have authority to access and only for authorised purposes;
- b) not disclose data (such as giving out contact details) except individuals who have appropriate authorisation;
- c) keep data secure (for example by complying with rules on access to premises, computer access including password protection, and secure file storage and destruction);
- d) not remove personal data or devices containing or that can be used to access personal data, from the Company's premises without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- e) not to store personal data on local drives or on personal devices that are used for work purposes.

Failure to observe these requirements may amount to a disciplinary offence which will be dealt with under BFES's disciplinary procedure.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the General Data Protection Act 2018.

Glossary of Terms

Data Controller – The person who (either alone or with others) decides what personal information BFES will hold and how it will be held or used.

General Data Protection 2018 – The legislation that provides a framework for responsible behaviour by those using personal information.

Data Protection Officer – The person(s) responsible for ensuring that BFES follows its data protection policy and complies with the General Data Protection Act 2018.

Individual/Service User – The person whose personal information is being held or processed by BFES for example: a client, an employee, or supporter.

Notification - Notifying the Information Commissioner about the data processing activities of BFES.

Information Commissioner – The UK Information Commissioner responsible for implementing and overseeing the General Data Protection Act 2018.

Processing - Any operation or set of operations which is performed on personal data or on sets of personal data, whether by automated means, such as collection, recording organisation, structuring storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.



BF Engineering Services Ltd

Personal data - Information about living individuals that enables them to be identified - e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within BFES.

Special categories of data - refers to data about:

- Health
- Sex life
- Sexual orientation
- Race
- Ethnic origin
- Political opinion
- Religion
- Trade Union Membership
- Genetic and biometric data

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Signature:

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