

DATA PROTECTION & PRIVACY POLICY

DDS Demolition and DDS Contracting offers the provision of services including demolition, non-licensed asbestos removal, site clearance, land remediation, groundworks and the resale of salvaged items.

In accordance with the General Data Protection Regulations 2018, DDS will commit to the following arrangements to ensure full compliance with GDPR 2018.

Compliance in regard to company employees:

1. All employees will be made aware via inductions and TBT's of what personal information we hold.
2. All employees will be made aware of what data we hold, why we hold it, how we use it, how we keep it secure and whether we share any data with external parties.
3. We will ensure that all third parties are aware of GDPR and that they also have suitable arrangements.
4. All employees will be made aware of how they can gain access to the data DDS hold and how they can request that certain data is deleted.
5. All employees will be made aware of what data they can hold on company devices and how each device must be encrypted, and password protected.
6. All employees will receive basic awareness training (TBT's) on the requirements of GDPR and how to report a breach.

Compliance in regard to external sources, clients, suppliers, sub-contractors and general enquiries.

DDS hold personal identifiable information in the form of paper documents and electronic documents of thousands of people. This is information that has been gathered over the years from completed projects, enquiries into the business or from the public domain.

To ensure full compliance with GDPR 2018, DDS will:

1. Notify all persons on file that we hold personal identifiable data.
2. Provide details on what we do with the data, how we store it and what security arrangements we have.
3. Explain that unless they "Opt In" and agree that we can keep their data, all data held will be deleted.
4. Detail what rights they have to disclosure and how to make a disclosure request.
5. Explain their right to erasure.
6. All completed job files will be deleted / shredded after 10 years of storage.
7. No personal data will be used for mail shots or cold calling unless permission has been given, the information is freely available within the public domain or DDS can demonstrate any of the "lawful processing" requirements set out in the regulations.
8. DDS will only collect the information necessary to conduct our works.

Any breach of personal data will be reported to the Information Commissioners Office (ICO) within 72 hours of identifying a breach. All persons affected by the breach will be notified immediately by the dedicated data protection officer/s (Office and SHEQ Department).

SIGNED.....

Wesley Ray, Managing Director

6th January 2025

Next full review 06/01/2026