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Company Policy Statement: **General Data Protection Regulation Policy**

Portfolio: Governance and Assurance
Portfolio Director: Mr Roger Clarke

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DOCUMENT ETYMOLOGY

Title

Policy Statement for	Portfolio
General Data Protection Regulation Policy	Governance and Assurance

Responsibility

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Name	Business Area	Reason and Use
Director (Project Management)	Senior Leadership	Sign-Off and Acceptance
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Director (Rail Infrastructure)	Senior Leadership	Sign-Off and Acceptance
Director (Business Development)	Senior Leadership	Sign-Off and Acceptance
Director (Governance and Assurance)	Senior Leadership	Sign-Off and Acceptance
Director (Media Operations)	Senior Leadership	Sign-Off and Acceptance

Section: 2 – The Policy Statement

What exactly is a Policy Statement?

A policy statement is an organization-level document that prescribes acceptable methods or behaviours. Essentially, a policy is simply the way things are done within an organization.

Policies are different from procedures and standard operating procedures because they are applicable to an entire organization and are primarily intended to set direction.

GENERAL DATA PROTECTION REGULATION POLICY STATEMENT

GRAAY® Limited processes personal data in relation to its own staff, sub-contractors and individual client contacts. It is vitally important that we abide by the principles of the Data Protection Act 1998.

GRAAY® Limited holds data on individuals for the following general purposes:

- **Staff Administration**
- **Advertising, marketing and public relations**
- **Accounts and records**
- **Administration and processing of work-seekers personal data**
- **Administration and processing of client data for use with assessing bodies.**
- **Training & Assessment**

The Data Protection Act 1998 requires the company as data controller to process data in accordance with the principles of data protection. These require that data shall be:

- **Fairly and lawfully processed**
- **Processed for limited purposes**
- **Adequate, relevant and not excessive**
- **Accurate**
- **Not kept longer than necessary**
- **Processed in accordance with the data subjects' rights**
- **Kept securely**
- **Not transferred to countries outside the European Economic Area without adequate protection.**

Personal data means data, which relates to a living individual who can be identified from the data or from the data together with other information, which is in the possession of, or is likely to come into possession of, GRAAY® Limited

Processing means obtaining, recording or holding the data or carrying out any operation or set of operations on the data. It includes organising, adapting and amending the data, retrieval, consultation and use of the data, disclosing and erasure or destruction of the data. It is difficult to envisage any activity involving data, which does not amount to processing. It applies to any processing that is carried out on computer including any type of computer however described, main frame, desktop, laptop, palm top etc.

Data should be reviewed on a regular basis to ensure that it is accurate, relevant and up to date and those people listed in the appendix shall be responsible for doing this.

Data in respect of the following is "sensitive personal data" and any information held on any of these matters MUST NOT be passed on to any third party without the express written consent of the individual:

- **Any offence committed or alleged to be committed by them**
- **Proceedings in relation to any offence and any sentence passed**
- **Physical or mental health or condition**
- **Racial or ethnic origins**
- **Sexual life**
- **Political opinions**
- **Religious beliefs or beliefs of a similar nature**
- **Whether someone is a member of a trade union**

From a security point of view, only a restricted few staff are permitted to add, amend or delete data from the database. However, all staff are responsible for notifying these where information is known to be old, inaccurate or out of date. In addition, all employees should ensure that adequate security measures are in place.

For example:

- **Computer screens should not be left open by individuals who have access to personal data**
- **Passwords should not be disclosed**
- **Email should be used with care**
- **Personnel files and other personal data should be stored in a place in which any unauthorised attempts to access them will be noticed. They should not be removed from their usual place of storage without good reason.**
- **Personnel files should always be locked away when not in use and when in use should not be left unattended**
- **Any breaches of security should be treated as a disciplinary issue.**
- **Care should be taken when sending personal data in internal or external mail**
- **Destroying or disposing of personal data counts as processing.**
- **Therefore, care should be taken in the disposal of any personal data to ensure that it is appropriate. For example, it would have been more appropriate to shred sensitive data than merely to dispose of it in the dustbin.**

It should be remembered that the incorrect processing of personal data e.g. sending an individual's details to the wrong person; allowing unauthorised persons access to personal data; or sending information out for purposes for which the individual did not give their consent, may give rise to a breach of contract and/or negligence leading to a claim against GRAAY® Limited for damages from an employee, sub-contractor or client contact. A failure to observe the contents of this policy will be treated as a serious offence.

Data subjects, i.e. those on whom personal data is held, are entitled to obtain access to their data on request and after payment of a fee. All requests to access data by data subjects i.e. staff members, customers or clients, suppliers, etc should be referred to the Managing Director.

Any requests for access to a reference given by a third party must be referred to GRAAY® Limited and should be treated with caution even if the reference was given in relation to the individual making the request. This is because the person writing the reference also has a right to have their personal details handled in accordance with the Data Protection Act 1998, and not disclosed without their consent.

Therefore, when taking up references an individual should always be asked to give their consent to the disclosure of the reference to a third party and/or the individual who is the subject of the reference if they make a subject access request. However, if they do not consent then consideration should be given as to whether the details of the individual giving the reference can be deleted so that they cannot be identified from the content of the letter. If so the reference may be disclosed in an anonymised form.

Finally, it should be remembered that all individuals have the following rights under the Human Rights Act 1998 and in dealing with personal data these should be respected at all times:

- **Right to respect for private and family life [Article 8]**
- **Freedom of thought, conscience, and religion [Article 9]**
- **Freedom of expression [Article 10]**
- **Freedom of assembly and association [Article 11]**
- **Freedom from discrimination [Article 14]**

Review

The policy and arrangements will be reviewed annually as a minimum.

Signed as Approved this day, Wednesday, 21 June 2023			
Signature	Mr Frank Lloyd-Murray Digitally signed by Mr Frank Lloyd-Murray Date: 2023.06.21 06:45:32 +01'00'	Position	**Mr Frank Lloyd-Murray** **Chief Executive Officer**