

Data Protection Policy



A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned above the date.

Signed:

Dated: 01/08/2018

Version history

Rev:	Date:	Status	Name	Description
4	16-11-22	Issued	Georgia Rose-Garside Admin Assistant	Reformatted with new brand colours
3	05-12-18	Rev 3	Stephen Anderson Director	Revision

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1. Policy

It is the policy of Buttress Architects that any personal data about a job applicant, an employee or ex-employee will be processed lawfully in accordance with the General Data Protection Regulations. These principles require that personal data must be:

1. Obtained fairly and lawfully processed
2. Held only for specified purposes
3. Adequate, relevant and not excessive
4. Accurate and kept up to date
5. Kept for no longer than is necessary
6. Processed in accordance with the data subjects' rights
7. Protected by appropriate security
8. Not transferred to a country outside the European Economic Area with adequate protection

2. Implementing the Policy

The Managing Director has overall responsibility for the implementation of this policy.

All enquiries relating to the processing, holding or disclosure of personal data should be referred to the Managing Director in the first instance.

3. Employees' responsibilities for their own personal data

All employees are responsible for checking that any information that they provide in connection with their employment is accurate and up to date and notifying Buttress Architects Ltd of any changes to such information that they have provided, e.g. change of address.

4. Communicating the Policy

Buttress Architects will inform its employees and job applicants about this policy in the following ways.

4.1 HR forms

Where appropriate, online and manual HR forms (e.g. an equal opportunities monitoring form) will contain a data protection

statement explaining issues such as the purpose of keeping/processing the personal data, how long the data will be kept, etc.

Such HR forms will ask a person for their explicit consent that the personal data (e.g. their ethnic origin) that they have disclosed on the form can be processed in accordance with the data protection statement.

4.2 New employees

All new employees will be given a copy of this policy (e.g. at induction).

5. Training

Data protection training will be given to all employees (e.g. line managers) who, in the course of their employment, may obtain, process, hold or disclose personal data about job applicants, employees or ex-employees.

6. Non-compliance with the Policy

In accordance with the employer's disciplinary procedure, disciplinary action will be taken against an employee who breaches this policy.

7. Monitoring and Reviewing the Policy

This policy will be reviewed once per year. The Managing Director will monitor and review this policy.

Comments related to this policy should be made to the Managing Director.

8. Sources of Additional Information

The Privacy Notice and Staff Handbook contain further information on the implementation of this policy and should be read in conjunction.

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