

## DATA PROTECTION POLICY STATEMENT

4 Crosses Construction Ltd is committed to ensuring compliance with the requirements of the EU General Data Protection Regulation (GDPR) 25<sup>th</sup> May 2018, and all other relevant legislation which addresses the preservation, safeguarding and protection of personal data.

The new regulatory environment demands higher transparency and accountability in how personal data is managed and used. It also accords new and stronger rights for individuals to understand and control that use.

GDPR exists to protect individuals' rights to privacy in respect of the processing of their personal data. Individuals can exercise the right to gain access to their information by means of a 'subject access request'. Personal data is information relating to an individual in whichever form it exists, either physical or digital.

4 Crosses Construction Ltd will ensure that appropriate security measures are implemented to prevent the unlawful or unauthorised processing, accidental loss or damage to personal data.

All employees are responsible for ensuring that:

- All personal data they hold is kept securely
- Personal data is regularly reviewed to ensure it remains current and accurate
- Personal data of any form is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party;
- The review and disposal of historic personal data is undertaken in accordance with the Data Retention and Disposal Guidelines

Compliance with this policy is mandatory and any breach will be taken seriously and may result in disciplinary action being taken.

The Data Protection Policy will be brought to the attention of our employees and will be reviewed at least annually and more frequently as required.

This policy is available to relevant interested parties, upon reasonable request.

**Signed by person responsible for GDPR Policy:-**



Brian Titchiner  
**Managing Director**  
 Date: 20<sup>th</sup> January 2022

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