

## GDPR

### INTRODUCTION

An individual's privacy is important to us and we strive for a high level of protection in all processing of personal data. Within the EU/EEA, the General Data Protection Regulations (GDPR) apply from May 2018. In accordance with applicable data protection legislation, the company is responsible for the management of personal data as set out in this policy. If there are any questions about this information, or if you wish to exercise any of your rights as set out below, please contact Instalcom via the contact details listed under Contact information below.

### WHAT WE NEED

Instalcom will be what is known as the 'Controller' of the personal data provided to us.

### WHY WE NEED IT

We will need to collect data under the GDPR regulations in the form of health data, confirmation of Right to Work in the UK, Driving Licence information (where applicable) information from CCTV monitoring, vehicle tracker data (where applicable), bank account information and contact details. These all are key pieces of information to ensure we meet our legal obligations, provide employees and contractors with suitable remuneration, and to protect Company assets. We will not collect any personal data we do not need in order to provide and oversee our service. We also record all phone calls coming in and out of the business through the landline telephone services. This is to protect the company contractually. We therefore require personal telephone calls not to be made through the landline telephone system.

### WHAT WE DO WITH IT

All the personal data we process is processed by our staff in the UK and for the purposes of IT hosting and maintenance this information is located on servers within the European Union. We have a Data Protection regime in place to oversee the effective and secure control of personal data. More information can be provided regarding this upon request.

### HOW LONG WE KEEP IT

We are required under UK tax law to keep basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. We are required under UK Health and Safety Law to keep any data regarding health for a minimum of 40 years after which time it will be destroyed. More information on our retention schedule can be found in our GDPR Management Plan. If at any point anyone wishes to find out what information we hold on them, or they believe the information we process on them is incorrect they can request to see this information, and have it corrected or deleted. They should contact Instalcom's Head of SHEQ Compliance at the following address:

Instalcom Ltd, Borehamwood Industrial Park, Rowley Lane, Borehamwood, Herts, WD6 5PZ  
[enquiries@instalcom.co.uk](mailto:enquiries@instalcom.co.uk), Tel: 020 8731 4600

This policy will be reviewed at a frequency of no less than annually.



Signed.....Date: 15/01/21

**Vince Bowler - Managing Director**

