



TPS INTERIORS: PRIVACY POLICY

DATA PROTECTION AND GDPR POLICY

To comply with The Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2108 TPS Interiors' data compliance policy adheres to the following principles:

1. Data must be processed fairly and lawfully;
2. Data must be obtained only for specific and lawful purposes;
3. Data must be adequate, relevant and not excessive;
4. Data must be accurate and kept up to date;
5. Data must not be held any longer than necessary;
6. Data must be processed in accordance with the rights of data subjects;
7. Data must be protected in appropriate ways;
8. Data must not be transferred outside of the European Economic Area (EEA), unless that territory or country also ensures an adequate level of protection.

Data now includes such things as health questionnaires, genetic, mental, cultural or social identity, photographs, bank accounts, an Individual's names, postal addresses; e-mail addresses; telephone numbers, company's bank account details; other data further relating to individuals, primarily employees and contractors, such as driving licence details, health status, bank account details.

Your information that will be used include and not usually exceed the following examples unless further data will need to be collected in order to fulfil our obligations: to contact you, make payments to you or your company, check that driving licence is valid and up to date, health status to ensure an individual is in a healthy condition to work on site or his / her condition is verified by a doctor before entering a work site. Any such information will not be shared with any other organisation unless, a business partner, supplier or sub-contractor has requested such information in order for the performance of any contract we enter into with them or you and also includes requests by British government agencies in order to comply with our legal obligations. Your data will not be shared with any marketing business.

The information we collect is stored within the EEA. If any data is to be stored outside of the EEA the countries will provide equivalent legal protection as that provided by laws within the EEA.

Updates to this policy may occur so please check regularly if you want to check that you are happy with the changes.

TPS Interiors staff guidelines

Ensures that only people with access to such data specified in this policy should use it for work purposes only.

Data should not be shared informally.

Employees are trained to understand their responsibilities relating to data handling and use.

Data should not be shared and made accessible to unauthorised person(s) within or outside of the company, especially those involved with marketing their own or others' services and goods.

Passwords should be strong and, never shared and changed regularly.

Data is to be reviewed regularly and updated if still of use. If not it should be deleted and disposed.

If data is to be sent outside of the EEA, employees must receive guidance and approval from the IT service supplier and /or the data controller beforehand.

The ICO must be notified of any data breach within 72 hours of learning about the breach. The data controller must notify individuals whose data breach is likely to be a high risk of their rights and freedoms of individuals.

Data subject access requests

All individuals who are the subject of personal information data stored by TPS Interiors can:

Ask what information the company holds about them and for what purpose;

Ask for access to it;

Ask for it to be told when it is updated;

Demand for their right to be forgotten to be acted upon- all personal data of the subject must be erased and destroyed as soon as possible within 72 hours.

Data Controller

For the purpose of the Data Protection Act 1998 and the General Data Protection Regulation 95/46/EC the data controller is TPS Interiors, Walter House, Hodgson Way, Wickford, Essex, SS11 8YG.