

GDPR Policy and Privacy Notice

Introduction

Elite Precast Concrete is committed to ensuring the protection of personal data and maintaining the privacy and rights of individuals. This policy outlines our approach to data protection in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and any other relevant legislation.

Scope

This policy applies to all personal data processed by Elite Precast Concrete, relating to:

- Employees and job applicants
- Customers and suppliers
- Contractors and third parties
- Website users and marketing recipients

Data Protection Principles

In accordance with the UK GDPR, we ensure that personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Stored only as long as necessary
- Processed securely to maintain integrity and confidentiality

Legal Basis for Processing

We process personal data under one or more of the following legal bases:

- Consent
- Contractual obligation
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

Individual Rights

Individuals have the following rights:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision-making and profiling

Requests to exercise these rights can be submitted to:

Email: colin@eliteprecast.co.uk

Address: Elite Precast Concrete Limited, Unit O, Halesfield 9, Telford, Shropshire TF7 4QW

Responsibilities

Senior Management

- Ensure GDPR compliance across all operations
- Designate a responsible person for data protection oversight (e.g. Data Protection Lead)
- Review and update policies regularly

Employees and Staff

- Follow internal procedures for data handling and processing
- Complete mandatory data protection training
- Report data breaches or concerns promptly to management

Data Protection Lead

- Oversee implementation of GDPR practices
- Handle subject access requests (SARs)
- Maintain records of processing activities
- Act as point of contact for regulatory bodies

Handling of Sensitive Material

Elite Precast Concrete recognises special category data (e.g., health information, racial or ethnic origin) and ensures:

- Secure collection, storage, and processing
- Explicit consent is obtained when required
- Access is strictly limited on a need-to-know basis

IT Systems and Security

Data Storage and Access

- Personal data is stored on secure servers and cloud platforms with access controls
- Encryption is used for data at rest and in transit where appropriate
- Backups are performed regularly and stored securely

IT Security Measures

- Firewalls, anti-malware software, and intrusion detection systems in place
- Password policies and multi-factor authentication used where feasible
- Regular security audits and penetration testing conducted

Data Breach Management

- All staff must report data breaches immediately
- Breaches assessed within 72 hours
- Reported to the ICO where legally required
- Individuals notified if rights and freedoms are at risk

Data Protection Training

All employees are required to complete:

- Initial GDPR and data protection induction training
- Annual refresher courses
- Role-specific training for staff handling sensitive data or systems

Training includes:

- How to handle and protect personal data
- Recognising and reporting a data breach
- Responsibilities under the GDPR
- Secure use of IT systems and passwords

Data Sharing and Third Parties

Elite Precast Concrete may share data with:

- Service providers and contractors
- Legal and regulatory authorities
- Insurance and payroll providers

All third parties are vetted and subject to Data Processing Agreements (DPAs) to ensure compliance with data protection laws.

Data Retention and Disposal

- Personal data is retained only as long as necessary for the purpose collected
- Retention schedules are maintained and reviewed
- Secure disposal procedures in place for both physical and electronic data

Monitoring and Review

This policy is reviewed at least annually and updated in response to:

- Regulatory changes
- Operational or technological changes
- Security incidents or audits

Contact and Complaints

For questions or complaints regarding this policy or our data practices:

Colin Cooper

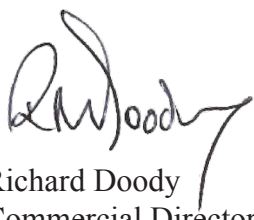
Elite Precast Concrete

Unit 0, Halesfield 9, Telford TF7 4QW

Email – colin@eliteprecast.co.uk

Telephone – 01952 588885

This policy is approved by senior management and is binding for all employees and representatives of Elite Precast Concrete.



Richard Doody
Commercial Director