

Data Protection Policy

1. Policy Statement

County Drains (Leicester) Ltd is committed to protecting the privacy and personal data of employees, customers, suppliers and other individuals with whom it conducts business.

The Company will process personal data in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018.

The Company recognises its accountability for ensuring that personal data is processed lawfully, fairly, transparently and securely.

2. Scope

This policy applies to all personal data processed by the Company in both electronic and manual formats.

This includes data relating to:

- Employees and job applicants
- Customers and clients
- Suppliers and contractors
- Visitors

3. Data Protection Principles

The Company will ensure that personal data is:

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

4. Lawful Basis for Processing

The Company processes personal data on the basis of:

- Legal obligation
- Contractual necessity
- Legitimate interests
- Consent (where appropriate and lawful)

Consent will not be relied upon where it is not appropriate under employment law.

5. Data Subject Rights

Individuals have the right to:

- Be informed
- Access their personal data
- Request rectification
- Request erasure (where applicable)
- Restrict processing
- Object to processing
- Data portability (where applicable)

The Company will respond to requests within statutory timeframes.

6. Data Security

The Company will implement appropriate technical and organisational measures to protect personal data against:

- Unauthorised access
- Accidental loss
- Destruction
- Damage

Operational security measures are detailed within the Data Protection Procedure.

7. Data Breaches

The Company will:

- Maintain procedures for detecting and responding to data breaches.
- Report notifiable breaches to the Information Commissioner's Office within statutory timeframes.
- Inform affected individuals where required.

8. Responsibilities

The appointed Data Protection Lead is responsible for overseeing compliance.

All employees must:

- Handle personal data responsibly.
- Follow Company procedures.
- Report suspected breaches immediately.

Failure to comply may result in disciplinary action.

9. Review

This policy will be reviewed annually or following legislative changes.

Rob McClumpha, Director

A handwritten signature in black ink, appearing to read 'Rob McClumpha', written over a faint horizontal line.

Date: 24th February 2026