



Data Protection Policy

Loxley Contracting Ltd

1. Policy Statement

Loxley Contracting Ltd is committed to protecting the privacy, confidentiality, and security of personal data. The company recognises the importance of handling personal information responsibly and in compliance with all applicable data protection laws.

This policy explains how Loxley Contracting Ltd complies with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Loxley Contracting Ltd is committed to ensuring that personal data is processed lawfully, fairly, transparently, and securely.

2. Scope

This policy applies to:

- All employees, directors, contractors, and temporary staff;
- All personal data processed by Loxley Contracting Ltd;
- All systems, devices, records, and communication methods used by the company.

This includes personal data relating to employees, clients, suppliers, subcontractors, and other individuals connected to the business.

3. Data Protection Principles

Loxley Contracting Ltd will ensure that personal data is:

1. Processed lawfully, fairly, and transparently;
2. Collected only for specified, legitimate purposes;

3. Adequate, relevant, and limited to what is necessary;
 4. Accurate and kept up to date;
 5. Retained only for as long as necessary;
 6. Processed securely to protect against unauthorised access, loss, misuse, or damage.
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4. Lawful Basis for Processing

The company will only process personal data where there is a lawful basis to do so, including:

- Performance of a contract;
 - Compliance with legal obligations;
 - Legitimate business interests;
 - Consent where required;
 - Protection of vital interests.
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5. Personal Data We May Process

Loxley Contracting Ltd may process personal data including:

- Names, addresses, telephone numbers, and email addresses;
- Employment and payroll information;
- Financial and banking details;
- Supplier and subcontractor information;
- Health and safety records where required by law;
- CCTV or site security information where applicable.

The company will only collect information necessary for legitimate business purposes.

6. Data Security

Loxley Contracting Ltd will take appropriate technical and organisational measures to protect personal data, including:

- Secure storage of electronic and paper records;
- Password protection and access controls;
- Restricting access to authorised personnel only;
- Secure disposal of confidential information;
- Maintaining cybersecurity and IT safeguards where appropriate.

Employees must take reasonable steps to protect company and personal data at all times.

7. Data Sharing

Personal data will only be shared where necessary and lawful, including with:

- Payroll providers;
- Professional advisers;
- Regulatory authorities;
- Clients or contractors where required for contractual purposes.

The company will not sell personal data to third parties.

Where third-party service providers process data on behalf of the company, Loxley Contracting Ltd will ensure appropriate safeguards and contractual protections are in place.

8. Data Retention

Personal data will only be retained for as long as necessary to fulfil legal, contractual, or operational requirements.

Records will be securely deleted or destroyed when no longer required.

9. Individual Rights

Individuals have rights under data protection legislation, including the right to:

- Access their personal data;
- Request correction of inaccurate data;
- Request deletion of data where applicable;
- Restrict or object to processing in certain circumstances;
- Request transfer of data where applicable.

Requests relating to personal data should be submitted to company management.

10. Data Breaches

Any actual or suspected data breach must be reported immediately to management.

Loxley Contracting Ltd will investigate breaches promptly and take appropriate action to minimise risks and comply with legal reporting obligations where necessary.

11. Responsibilities

Management

Management is responsible for:

- Ensuring compliance with data protection legislation;
- Implementing appropriate security measures;
- Maintaining awareness of data protection obligations;
- Responding to data protection requests and incidents.

Employees and Contractors

All employees and contractors must:

- Handle personal data responsibly and confidentially;
 - Follow company procedures relating to data protection;
 - Report security concerns or breaches immediately;
 - Avoid unauthorised disclosure of personal information.
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12. Training and Awareness

Loxley Contracting Ltd may provide data protection guidance and training where appropriate to ensure employees understand their responsibilities.

13. Breaches of This Policy

Failure to comply with this policy may result in disciplinary action, termination of contracts, or legal action where appropriate.

14. Review

This policy will be reviewed periodically to ensure ongoing compliance with legal requirements and best practice.

Approved by: Loxley Contracting Ltd Management

Review Date: 17-01-2027