

Grantside has an excellent reputation in the marketplace as a private family business driven by its strong business ethics of integrity, teamwork, excellence and respect.

We recognise that in order to carry out our services, Grantside must collect and use personal data relating to the people with whom and for whom it works. 'Personal data' means any information relating to a living individual from which that individual may be identified (including for example, their name, address or payroll number), whether by itself or taken together with other information in the possession of Grantside. It includes any expression of opinion about the individual and any indication of the individual's intentions. 'Individuals' may include members of the public, current, past and prospective employees, clients, customers, suppliers and sub-contractors.

We will manage any personal data in accordance with the Data Protection Act 1998 and other related legislation, in whichever manner that such data is collected, recorded or used (whether on paper, databases, emails, CCTV or telephone records, or recorded by any other means). Grantside follows the eight data protection principles set out in the Data Protection Act 1998, and understands its obligations to ensure that personal data is managed fairly, lawfully, accurately and securely. These principles require that personal data shall:

- be processed fairly and lawfully
- be processed for limited purposes
- be adequate, relevant and not excessive
- be accurate and up-to-date
- not be kept for longer than is necessary
- be processed in line with the rights of data subjects
- be processed securely
- not be transferred to a country or territory outside the European Economic Area without adequate safeguards

In particular, in compliance with the Data Protection Act 1998 and all related legislation, we will:

- develop, implement and review our data protection strategies on a regular basis
- use Closed Circuit Television (CCTV) only where it is a necessary and proportionate way of managing an issue, and ensure that signs are prominently displayed to make clear that CCTV is in use
- put in place appropriate technical, training, organisational, administrative and security procedures for the:
 - collection, processing, management and security of personal data
 - management of any request for access to personal data (including CCTV footage) made by an individual
 - obtaining where necessary the consent of those to whom any personal data belongs before the release of such data

Our employees are collectively and personally responsible for the communication, understanding and practical application of this policy. This policy will be made available to all new employees at recruitment stage and to our supply chain and to any other interested parties upon request. Revisions will be communicated to those affected by the changes. Our employees have a personal responsibility

to report any actual, near miss, or suspected data breaches to the Managing Director for investigation. Breaches of his policy will be dealt with under Grantsides' disciplinary procedures, and could lead to dismissal in appropriate circumstances. Any unauthorised use of corporate email by staff, including the sending of sensitive or personal data to unauthorised persons, or the use of such data that brings Grantside into disrepute will be regarded as a breach of this policy.

Steve Davis
Managing Director
1st January 2016