



P&M Heating and Mechanical
Services Ltd.

GDPR - Summary and Assurance Statement

Changes to data protection law - New data protection legislation is coming into force in 2018 which aims to further protect people's privacy and prevent data breaches. The new law applies to all public bodies, businesses and other organisations that process personal data. The legislation comprises the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018 and the new Data Protection Act (DPA) 2018 which is expected to come into force on 6 May 2018.

What's new? - The GDPR builds on existing data protection laws. It gives enhanced protection for personal data and imposes stricter obligations on those who process personal data. The new obligations include:

- When an individual's personal data is collected, they must be given more information about how it will be used through enhanced privacy notices.
- Individuals will have much stronger rights to have their personal data corrected, erased and/or provided to them.

What is personal data? - Personal data is any information that relates to an identified or identifiable living person (e.g. staff member, member of the public, or customer). It generally includes their name, address, phone number, date of birth, place of birth, place of work, dietary preferences, opinions, opinions about them, whether they are members of a trade union, their political beliefs, ethnicity, religion or sexuality (as well as other information about them). Information which *indirectly* identifies a person will also be personal data. This would be the case where a single piece of information could not be used to identify a person but could do so in combination with other data or identifiers.

Who needs to comply with the new requirements? - The GDPR applies to both 'Controllers' and 'Processors'. A **Controller** is the person/ organisation which, solely or with others, determines the purposes and means of processing personal data. A **Processor** is the person/organisation which processes the personal data on behalf of the Controller. In most of the council's contracts, the council is the Controller and the supplier is the Processor.

Why do suppliers need to sign an Assurance Statement? - Where a supplier is processing data on behalf of P&M Heating and Mechanical Services Ltd (P&M), we must make sure the supplier or subcontractor will implement appropriate technical and organisational measures to comply with the GDPR. For that reason P&M is asking all suppliers to complete and return the Assurance Statement on the following pages.

Action Required:

Could you please complete and return this form by **25th May 2018** via email to: marina@pandmheating.co.uk

or via post the following address: P&M Heating and Mechanical Services, Unit 26 Dunns Close, Nuneaton, Warwickshire. CV11 4NF