



P&M Heating and Mechanical
Services Ltd.

Policy

GDPR General Data Protection Regulation

The Board of Directors and management of P&M Heating and Mechanical Services Ltd (P&M) are committed to compliance with all relevant EU and Member State laws in respect of personal data and the protection of the "rights and freedoms" of individuals whose information P&M collects and processes in accordance with the General Data Protection Regulation (GDPR).

Compliance with the GDPR legislation is described by this policy

GDPR Policy Statement

The Board of Directors will ensure that a GDPR Policy and management system are developed, maintained and implemented to ensure that personal data processing functions are compliant with the current legislation. This includes personal data from customers', clients', employees', suppliers' and partners' and any other personal data the organisation processes from any source.

To meet these aims we will ensure that the protection of personal data is an integral part of all our business activities and continuous improvement programmes. To ensure continuing improvement and compliance, the Policy and management system processes will be reviewed on an annual basis by the designated Manager. An Information Asset Management register is maintained and Privacy by Design will be utilised for all projects to ensure that any risks are managed and identified. The project analysis is done by undertaking a data protection impact assessments (DPIA's).

Employees, Subcontractors and Suppliers

The Company expects that all employees, partners and any third parties working with or for P&M, and who have or may have access to personal data, will be mandated to have read, understood and to comply with this policy and GDPR management system and confirmed that compliance in writing.

Management and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that data protection considerations are always given prominence

All Employees, and certain external parties, will receive or be expected to provide evidence of appropriate training. The consequences of breaching the GDPR Policy are set out in P&M's disciplinary policy and in contracts and agreements with third parties.

No third party may access personal data held by P&M without having first entered into a data confidentiality agreement which imposes on the third-party obligations no less onerous than those to which P&M is committed. This agreement gives P&M the right to audit for compliance with the legislation.

Any breach of the GDPR will be dealt with under the company disciplinary processes and may also be a criminal offence, in which case the matter will be reported as soon as possible to the appropriate authorities.

Governance

The responsibility for determining the Company's policies on General Data Protection Regulations, including revision of this Policy, lies with the Directors of P&M. The management and staff of the Company will monitor the operation of this Policy with the Board of Directors receiving regular reports. By the appointment of a competent person with responsibility for data protection, the Company will ensure support for the management team, staff and clients in data protection matters.