

# DATA PROTECTION POLICY

## Introduction

The data protection policy of L Lynch Plant Hire & Haulage Ltd sets out the commitment to protecting personal data and how that commitment is implemented. This policy applies to all staff both permanent and temporary and for all Delivery Partners and Third-Party Suppliers who may, on occasion, require access to L Lynch Plant information.

## Statement of Intent

L Lynch Plant is committed to ensuring,

- compliance with the eight data protection principles listed below.
- legal obligations as specified in the Data Protection Act 1998 are met.
- that data is collected and used fairly and lawfully (and implementing the Disciplinary Procedure in instances of unlawful use of personal data).
- processing personal data only to meet operational needs or to fulfill legal requirements.
- that personal data is up to date and accurate.
- appropriate retention periods for personal data are communicated to employees.
- adequate security measures are in place to protect personal data including L Lynch Plant employees changing passwords every 90 days.
- that all staff are made aware of good practice in data protection.
- adequate training for all staff responsible for personal data is provided.
- that everyone handling personal data knows where to find further guidance.
- that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly.
- regularly review data protection guidelines within the organisation.

## Eight Data Protection Principles


1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant, and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

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## DATA PROTECTION POLICY

This policy will be communicated to all employees and organisations working on our behalf, displayed at our offices and on our intranet and is available to defined interested parties.

This policy will be reviewed annually or sooner by senior management to ensure its suitability. Where necessary it will be amended, re-issued, and communicated to all employees and people working on its behalf.



Liam Lynch, Managing Director


Date: 31/01/2023

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## PRIVACY NOTICE

- Your personal data may include your contact details, your photographic image, driver license details and payment details, together with any other information we obtain directly from you or from third parties, as a result of our relationship with you.
- We will use your personal data solely for the purposes of providing goods and services to you.
- We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect.



Liam Lynch, Managing Director

Date: 29/01/2023

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