

City Building Services (NE) Ltd assess commercial and domestic customers and consumers needs to understand their requirements and to provide service and products tailored to their needs in:

- Fire Door Installation
- Passive Fire Stopping
- Domestic Retrofitting and remedial works
- Ground works
- External Construction works

City Building Services (NE) Ltd recognises and understands its responsibilities under the Data Protection Act 1998. Data will only be processed by staff who have been trained in their responsibilities and in good data processing practice. All staff will be informed of this policy and will be bound by its requirements.

Staff data will be retained for contact purposes and payroll processes only. Customer data will be utilised for payment and contact purposes only.

City Building Services (NE) Ltd will only hold the minimum of data required for the purposes detailed in 2.

City Building Services (NE) Ltd will seek to ensure that data retained is accurate. Staff are required to check and update their personal details. This will only be undertaken to ensure that we can contact them when appropriate.

City Building Services (NE) Ltd will retain data/information only for as long as it is necessary to do so. This will be dependent upon our obligations to regulatory bodies such as Her Majesty's Revenue and Customs (HMRC).

City Building Services (NE) Ltd recognises the rights of individuals under the act. In simple terms they have the right to:

- access their personal data upon request.
- object to processing the data if they have a legitimate reason to do so.
- prevent processing for direct marketing.
- have inaccurate data corrected, erased, rectified.
- claim compensation for any breach of our obligations that causes them harm.

City Building Services (NE) Ltd shall protect all personal data. Processing shall take place in a location where unauthorized individuals cannot review/access the information. Files shall be retained in locked filing cabinets in a location inaccessible to unauthorised individuals. Data stored on computer shall be password protected and only authorised staff shall have access to it.

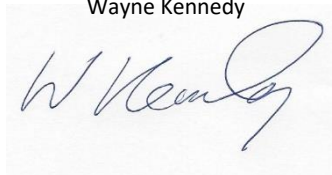
City Building Services (NE) Ltd shall not forward personal data to countries outside the European Economic Area unless it is assured that the data will be protected in accordance with the requirements of the Data Protection Act.

City Building Services (NE) Ltd CBS shall only process data it legitimately feels it is appropriate to do so.

Director

Wayne Kennedy

Signed:



Version 1: 19/05/2023

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