

DATA PROTECTION POLICY

Policy Purpose

Delton Contracts Services Ltd. is committed to protecting the privacy and security of personal data. This policy sets out our arrangements for processing and controlling personal information in full compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

Definitions

Personal Data refers to any information relating to an identifiable person who can be directly or indirectly identified (e.g., name, address, date of birth, financial details, or employment history).

Data Protection Principles

We adhere to the following accountability principles to ensure personal data is:

- Processed fairly, lawfully, and in a transparent manner.
- Collected for specified, explicit, and legitimate purposes (legal, contractual, or consensual).
- Adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form which permits identification of data subjects for no longer than is necessary.
- Processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

Our Commitment

Delton Contracts Services Ltd. is committed to:

- Meeting all legal obligations laid down by the UK GDPR.
- Processing data only to meet operational needs or fulfill legal and contractual requirements.
- Providing adequate security measures (both technical and organisational) to protect personal data.
- Ensuring a nominated officer is responsible for data protection compliance and acts as a point of contact for data issues.

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- Ensuring staff are trained and aware of their responsibilities when handling personal information.
- Ensuring that no personal data is transferred outside the UK/EEA without adequate protection.

Data Subject Rights

Individuals have the right to:

1. Subject Access Requests (SAR): Request access to the personal data we hold about them. We aim to respond to such requests within one month, following identity verification.
2. Right to be Forgotten: Request the deletion or removal of personal data where there is no compelling reason for its continued processing.
3. Right to Restrict Processing: "Block" or suppress the processing of their personal data. To exercise these rights, individuals should contact us via email at info@deltoncontracts.co.uk.

Compliance and Review

All staff and contractors who handle personal information on behalf of Delton Contracts Services Ltd. are required to abide by this policy. Failure to comply may result in disciplinary action. This policy will be reviewed annually to ensure continued compliance with evolving data protection legislation.

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Approved by: Gurbakhs Singh

Position: Managing Director

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Approved by	G.Singh Director	Signed: 	Date 6/3/2025
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Delton Facilities & Management (Trading name of Delton Contacts Services Ltd.)

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