

Data Protection (GDPR) Policy

Last Updated: 1st May 2018

When it comes to handling personal data, Safety for Work is committed to adhering to sound data protection practices, and we take the protection and management of your personal information very seriously. As a UK based business our handling of your information is controlled by the UK Data Protection Act 1998 (as of May 25th 2018, this will become the GDPR). We therefore take great care to protect your personal information or anything which might identify you personally such as:

- First name and last name;
- Email address;
- Organisation information (e.g. Name, Address, Telephone number).

For the purposes of this document, “**personal data**”, “**processing**”, “**data controller**” and “**data processor**” have the meanings ascribed to them in the Data Protection Legislation (GDPR).

To the extent that Safety for Work Limited is deemed to be a data processor in respect of personal data processed under the contractual agreement Safety for Work Limited shall:

- A. process personal data lawfully, fairly, and transparently, in accordance with the GDPR;
- B. provide full details of what data is needed, why it’s needed, and for how long it will be kept, and this information shall be given at the point it is collected;
- C. never take more data than is necessary for Safety for Work Limited to fulfil its contractual obligations, and to delete it when it is no longer needed;
- D. make all data available for alteration, transfer, deletion, or restriction upon request by the data subject;
- E. implement appropriate technical and organisational measures to safeguard the personal data from unauthorised or unlawful processing, accidental loss, destruction or damage (see **Privacy Policy and Information Security Statement**); and
- F. obtain, use, process and disclose personal data in the performance of its obligations under the Agreement only.

Legislation referred to in this policy:

“Data Protection Legislation”

Means the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) Regulations 2003, any amendments or replacements to them, and any other legislation implementing Directives 95/46/EC and 2002/58/EC;

As of May 25th 2018, this becomes GDPR.