

1. Interpretation

1.1 Definitions:

- **Company Personnel:** all employees, workers, contractors, agency workers, consultants, directors, members and others.
- **Consent:** agreement which must be freely given, specific, informed and be an unambiguous indication of the Data Subject's wishes by which they, by a statement or by a clear positive action, signifies agreement to the Processing of Personal Data relating to them.
- **Data Controller:** the person or organisation that determines when, why and how to process Personal Data. It is responsible for establishing practices and policies in line with the GDPR. We are the Data Controller of all Personal Data relating to our Company Personnel and Personal Data used in our business for our own commercial purposes.
- **Data Subject:** a living, identified or identifiable individual about whom we hold Personal Data. Data Subjects may be nationals or residents of any country and may have legal rights regarding their Personal Data.
- **Data Privacy Manager (DPM):** the person within the Company with responsibility for data protection compliance.
- **EEA:** the 28 countries in the EU, and Iceland, Liechtenstein and Norway.
- **Explicit Consent:** consent which requires a very clear and specific statement (that is, not just action).
- **General Data Protection Regulation (GDPR):** the General Data Protection Regulation (EU) 2016/679). Personal Data is subject to the legal safeguards specified in the GDPR.
- **Personal Data:** any information identifying a Data Subject or information relating to a Data Subject that we can identify (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. Personal Data includes Sensitive Personal Data and Pseudonymised Personal Data but excludes anonymous data or data that has had the identity of an individual permanently removed. Personal data can be factual (for example, a name, email address, location or date of birth) or an opinion about that person's actions or behaviour.
- **Personal Data Breach:** any act or omission that compromises the security, confidentiality, integrity or availability of Personal Data or the physical, technical, administrative or organisational safeguards that we or our third-party service providers put in place to protect it. The loss, or unauthorised access, disclosure or acquisition, of Personal Data is a Personal Data Breach.
- **Privacy by Design:** implementing appropriate technical and organisational measures in an effective manner to ensure compliance with the GDPR.
- **Privacy Notices (also referred to as Fair Processing Notices) or Privacy Policies:** separate notices setting out information that may be provided to Data Subjects when the Company collects information about them. These notices may take the form of general privacy statements applicable to a specific group of individuals (for example, employee privacy notices or the website privacy policy) or they may be stand-alone, one time privacy statements covering Processing related to a specific purpose.
- **Processing or Process:** any activity that involves the use of Personal Data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring Personal Data to third parties.

- **Pseudonymisation or Pseudonymised:** replacing information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms so that the person, to whom the data relates, cannot be identified without the use of additional information which is meant to be kept separately and secure.
- **Sensitive Personal Data:** information revealing trade union membership, physical or mental health conditions and Personal Data relating to criminal offences and convictions.

2. Introduction

- 2.1 This Privacy Standard sets out how Luddon Construction Ltd ("we", "our", "us", "the Company") handle the Personal Data of our customers, suppliers, employees, workers and other third parties.
- 2.2 This Privacy Standard applies to all Personal Data we Process regardless of the media on which that data is stored or whether it relates to past or present employees, workers, customers, shareholders, website users or any other Data Subject.
- 2.3 This Privacy Standard applies to all Company Personnel ("you", "your"). You must read, understand and comply with this Privacy Standard when Processing Personal Data on our behalf and attend training on its requirements. This Privacy Standard sets out what we expect from you in order for the Company to comply with applicable law. Your compliance with this Privacy Standard is mandatory. Any breach of this Privacy Standard may result in disciplinary action.
- 2.4 This Privacy Standard is an internal document and cannot be shared with third parties, clients or regulators without prior authorisation from the DPM.

3. Scope

- 3.1 We recognise that the correct and lawful treatment of Personal Data will maintain confidence in the organisation and will provide for successful business operations. The Company is exposed to potential fines of up to EUR20 million or 4% of total worldwide annual turnover, whichever is higher and depending on the breach, for failure to comply with the provisions of the GDPR.
- 3.2 All Directors, individual departments, line managers and supervisors are responsible for ensuring all Company Personnel comply with this Privacy Standard.
- 3.3 The DPM is responsible for overseeing this Privacy Standard. The post of DPM is held by the company Payroll Supervisor.
- 3.4 Please contact the DPM with any questions about the operation of this Privacy Standard or the GDPR.

4. Personal Data Protection Principles

- 4.1 We adhere to the principles relating to Processing of Personal Data set out in the GDPR which require Personal Data to be:
 - (a) Processed lawfully, fairly and in a transparent manner (Lawfulness, Fairness and Transparency).

- (b) Collected only for specified, explicit and legitimate purposes (Purpose Limitation).
- (c) Adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed (Data Minimisation).
- (d) Accurate and where necessary kept up to date (Accuracy).
- (e) Not kept in a form which permits identification of Data Subjects for longer than is necessary for the purposes for which the data is Processed (Storage Limitation).
- (f) Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction or damage (Security, Integrity and Confidentiality).
- (g) Not transferred to another country without appropriate safeguards being in place (Transfer Limitation).
- (h) Made available to Data Subjects and Data Subjects allowed to exercise certain rights in relation to their Personal Data (Data Subject's Rights and Requests).

4.2 We are responsible for and must be able to demonstrate compliance with the data protection principles listed above.

5. Lawfulness, Fairness, Transparency

5.1 Lawfulness and fairness:

- (a) Personal data must be Processed lawfully, fairly and in a transparent manner in relation to the Data Subject.
- (b) You may only collect, Process and share Personal Data fairly and lawfully and for specified purposes.
- (c) You must identify and document the legal ground being relied on for each Processing activity.

5.2 Consent:

- (a) A Data Controller must only process Personal Data on the basis of one or more of the lawful bases set out in the GDPR, which include Consent.
- (b) A Data Subject consents to Processing of their Personal Data if they indicate agreement clearly either by a statement or positive action to the Processing.
- (c) Data Subjects must be easily able to withdraw Consent to Processing at any time and withdrawal must be promptly honoured.
- (d) Unless we can rely on another legal basis of Processing, Explicit Consent is usually required for Processing Sensitive Personal Data. Usually we will be relying on another legal basis (and not require Explicit Consent) to Process most types of Sensitive Data.
- (e) You will need to evidence Consent captured and keep records of all Consents so that the Company can demonstrate compliance with Consent requirements.

5.3 Transparency (notifying data subjects):

- (a) The GDPR requires Data Controllers to provide detailed, specific information to Data Subjects. Such information must be provided through appropriate Privacy Notices or Fair Processing Notices.

- (b) Whenever we collect Personal Data directly from Data Subjects, including for employment purposes, we must provide the Data Subject with all the information required by the GDPR including the identity of the Data Controller and DPM, how and why we will use, Process, disclose, protect and retain that Personal Data through a Fair Processing Notice which must be presented when the Data Subject first provides the Personal Data.
- (c) When Personal Data is collected indirectly (for example, from a third party or publically available source), you must provide the Data Subject with all the information required by the GDPR as soon as possible after collecting/receiving the data. You must also check that the Personal Data was collected by the third party in accordance with the GDPR and on a basis which contemplates our proposed Processing of that Personal Data.

6. Purpose Limitation

- 6.1 Personal Data must be collected only for specified, explicit and legitimate purposes. It must not be further Processed in any manner incompatible with those purposes.
- 6.2 You cannot use Personal Data for new, different or incompatible purposes from that disclosed when it was first obtained unless you have informed the Data Subject of the new purposes and they have Consented where necessary.

7. Data Minimisation

- 7.1 Personal Data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed.
- 7.2 You may only Process Personal Data when performing your job duties requires it.
- 7.3 You may only collect Personal Data that you require for your job duties: do not collect excessive data. Ensure any Personal Data collected is adequate and relevant for the intended purposes.
- 7.4 You must ensure that when Personal Data is no longer needed for specified purposes, it is deleted or anonymised in accordance with the Company's data retention guidelines.

8. Accuracy

- 8.1 Personal Data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.
- 8.2 You will ensure that the Personal Data we use and hold is accurate, complete, kept up to date and relevant to the purpose for which we collected it.
- 8.3 You must check the accuracy of any Personal Data at the point of collection and at regular intervals afterwards. You must take all reasonable steps to destroy or amend inaccurate or out-of-date Personal Data.

9. Storage Limitation

- 9.1 Personal Data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.

- 9.2 The Company will maintain retention policies and procedures to ensure Personal Data is deleted after a reasonable time for the purposes for which it was being held, unless a law requires such data to be kept for a minimum time. You must comply with the Company's guidelines on Data Retention.
- 9.3 You will take all reasonable steps to destroy or erase from our systems all Personal Data that we no longer require in accordance with all the Company's applicable records retention schedules and policies. This includes requiring third parties to delete such data where applicable.
- 9.4 You will ensure Data Subjects are informed of the period for which data is stored and how that period is determined in any applicable Privacy Notice or Fair Processing Notice.

10. Security Integrity And Confidentiality

10.1 Protecting personal data:

- (a) Personal Data must be secured by appropriate technical and organisational measures against unauthorised or unlawful Processing, and against accidental loss, destruction or damage.
- (b) We will develop, implement and maintain safeguards appropriate to our size, scope and business, our available resources, the amount of Personal Data that we own or maintain on behalf of others and identified risks (including use of encryption and Pseudonymisation where applicable). We will regularly evaluate and test the effectiveness of those safeguards. You are responsible for protecting the Personal Data we hold.
- (c) You must follow all procedures and technologies we put in place to maintain the security of all Personal Data from the point of collection to the point of destruction. You may only transfer Personal Data to third-party service providers who agree to comply with the required policies and procedures and who agree to put adequate measures in place, as requested.
- (d) You must maintain data security by protecting the confidentiality, integrity and availability of the Personal Data, defined as follows:
 - Confidentiality means that only people who have a need to know and are authorised to use the Personal Data can access it.
 - Integrity means that Personal Data is accurate and suitable for the purpose for which it is processed.
 - Availability means that authorised users are able to access the Personal Data when they need it for authorised purposes.
- (e) You must comply with and not attempt to circumvent the administrative, physical and technical safeguards we implement and maintain in accordance with the GDPR and relevant standards to protect Personal Data.

10.2 Reporting a personal data breach:

- (a) The GDPR requires Data Controllers to notify any Personal Data Breach to the applicable regulator and, in certain instances, the Data Subject.
- (b) We have put in place procedures to deal with any suspected Personal Data Breach and will notify Data Subjects or any applicable regulator where we are legally required to do so.

- (c) If you know or suspect that a Personal Data Breach has occurred, immediately contact the DPM. You should preserve all evidence relating to the potential Personal Data Breach.

11. Data Subject's Rights And Requests

11.1 Data Subjects have rights when it comes to how we handle their Personal Data. These include rights to:

- (a) withdraw Consent to Processing at any time;
- (b) receive certain information about the Data Controller's Processing activities;
- (c) request access to their Personal Data that we hold;
- (d) prevent our use of their Personal Data for direct marketing purposes;
- (e) ask us to erase Personal Data if it is no longer necessary in relation to the purposes for which it was collected or Processed or to rectify inaccurate data or to complete incomplete data;
- (f) restrict Processing in specific circumstances;
- (g) challenge Processing which has been justified on the basis of our legitimate interests or in the public interest;
- (h) request a copy of an agreement under which Personal Data is transferred outside of the EEA;
- (i) object to decisions based solely on Automated Processing, including profiling (ADM);
- (j) prevent Processing that is likely to cause damage or distress to the Data Subject or anyone else;
- (k) be notified of a Personal Data Breach which is likely to result in high risk to their rights and freedoms;
- (l) make a complaint to the supervisory authority; and
- (m) in limited circumstances, receive or ask for their Personal Data to be transferred to a third party in a structured, commonly used and machine readable format.

11.2 You must verify the identity of an individual requesting data under any of the rights listed above (do not allow third parties to persuade you into disclosing Personal Data without proper authorisation).

11.3 You must immediately forward any Data Subject request you receive to the DPM.

12. Accountability

12.1 The Data Controller must implement appropriate technical and organisational measures in an effective manner, to ensure compliance with data protection principles. The Data Controller is responsible for, and must be able to demonstrate, compliance with the data protection principles.

12.2 The Company must have adequate resources and controls in place to ensure and to document GDPR compliance including:

- (a) appointing a DPM accountable for data privacy;
- (b) implementing Privacy by Design when Processing Personal Data where Processing presents a high risk to rights and freedoms of Data Subjects;
- (c) integrating data protection into internal documents including this Privacy Standard, Privacy Notices or Fair Processing Notices;

- (d) regularly training Company Personnel on the GDPR, this Privacy Standard, and data protection matters including, for example, Data Subject's rights, Consent, legal basis, and Personal Data Breaches; and
- (e) regularly testing the privacy measures implemented and conducting periodic reviews and audits to assess compliance, including using results of testing to demonstrate compliance improvement effort.

12.3 Record keeping:

- (a) The GDPR requires us to keep full and accurate records of all our data Processing activities.
- (b) You must keep and maintain accurate corporate records reflecting our Processing including records of Data Subjects' Consents and procedures for obtaining Consents in accordance with the Company's record keeping guidelines.
- (c) These records should include, as a minimum, the name and contact details of the Data Controller and the DPM, clear descriptions of the Personal Data types, Data Subject types, Processing activities, Processing purposes, third-party recipients of the Personal Data, Personal Data storage locations, Personal Data transfers, the Personal Data's retention period and a description of the security measures in place.

12.4 Training and audit:

- (a) We are required to ensure all Company Personnel have undergone adequate training to enable them to comply with data privacy laws. We must also regularly test our systems and processes to assess compliance.
- (b) You must undergo all mandatory data privacy related training and ensure your team undergo similar mandatory training in accordance with the Company's mandatory training guidelines.
- (c) You must regularly review all the systems and processes under your control to ensure they comply with this Privacy Standard and check that adequate governance controls and resources are in place to ensure proper use and protection of Personal Data.

12.5 Privacy by design:

- (a) We are required to implement Privacy by Design measures when Processing Personal Data by implementing appropriate technical and organisational measures (like Pseudonymisation) in an effective manner, to ensure compliance with data privacy principles.
- (b) You must assess what Privacy by Design measures can be implemented on all programs/systems/processes that Process Personal Data.

12.6 Sharing personal data:

- (a) Generally we are not allowed to share Personal Data with third parties unless certain safeguards and contractual arrangements have been put in place.
- (b) You may only share the Personal Data we hold with another employee, agent or company representative if the recipient has a job-related need to know the information.

13. Changes To This Privacy Standard

- 13.1 We reserve the right to change this Privacy Standard at any time without notice to you so please check back regularly to obtain the latest copy of this Privacy Standard.
- 13.2 This Privacy Standard does not override any applicable national data privacy laws and regulations in countries where the Company operates.

14. Acknowledgement Of Receipt And Review

I acknowledge that I received and read a copy of the Company's Privacy Standard and understand that I am responsible for knowing and abiding by its terms. I understand that this Privacy Standard does not set terms or conditions of employment or form part of an employment contract.

Signed



Allan Randall
Joint Managing Director
Date: 24th January 2025

Signed



Alex Morrison
Joint Managing Director
Date: 24th January 2025

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Signed by EMPLOYEE

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Date

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Employee name