

SOUTHDOWN

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Data Protection & GDPR Policy

Date: 13/10/25

REF: LEG-003-V1.0-2025

1. Purpose

Southdown Engineers Limited is committed to protecting the privacy and security of all personal information. This policy explains how we collect, use, store, and protect personal data in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all relevant data protection laws.

2. Scope

This policy applies to all employees, contractors, and temporary staff of Southdown Engineers Limited, and all personal data relating to customers, suppliers, business partners, and third parties handled by the Company.

3. GDPR Compliance Program

Southdown Engineers Limited complies with the UK GDPR and Data Protection Act 2018 through a structured compliance program. This includes regular reviews of our data protection practices, maintaining records of processing activities, conducting data audits, and implementing appropriate security and retention measures. Our Data Protection Officer monitors compliance and ensures that all relevant processes are continually improved.

4. Principles of Data Protection

Southdown Engineers Limited complies with the following core principles of data protection:

1. Lawfulness, Fairness & Transparency – Data must be processed lawfully and individuals informed about how their information is used.
2. Purpose Limitation – Data will only be collected for specific, legitimate business purposes.
3. Data Minimisation – Only data necessary for the stated purpose will be collected.
4. Accuracy – Personal data will be kept accurate and up to date.
5. Storage Limitation – Data will only be retained as long as necessary for business or legal purposes.

6. Integrity & Confidentiality – Personal data will be kept secure and protected against unauthorised or unlawful processing, loss, or damage.

7. Accountability – The Company is responsible for demonstrating compliance with these principles.

5. Responsibilities

The Managing Director has overall responsibility for ensuring compliance with the UK GDPR and Data Protection Act 2018. The Data Protection Officer / Compliance Manager oversees daily compliance, staff training, and breach management. All employees are required to handle personal data responsibly, protect sensitive materials, and report any data concerns immediately.

Employees must ensure that personal data, whether in paper or electronic format, is stored securely, used appropriately, and only shared with authorised persons.

6. IT Data Security Arrangements

Southdown Engineers Limited maintains robust IT security arrangements to safeguard all personal and company data. This includes the use of secure firewalls, up-to-date anti-virus and malware protection, password-protected and encrypted devices, and restricted access to shared drives and systems. Company laptops and mobile devices are password protected, and all sensitive data is stored securely with regular system updates.

7. Data Protection Training

All employees receive Data Protection and GDPR awareness training as part of their induction and refresher training every 12 months, or sooner if there are significant policy or legislative changes. This ensures staff understand their responsibilities for protecting personal and confidential data.

8. Rights of Individuals

Under the UK GDPR, individuals have the right to be informed, access their personal data, request correction or deletion, restrict or object to processing, and request data portability where applicable. Requests should be made by contacting info@southdownengineers.co.uk.

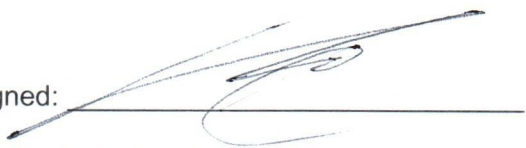
9. Data Breaches

Any suspected or actual data breach must be reported immediately to management or the Data Protection Officer. Southdown Engineers Limited will investigate promptly and, where required, notify the Information Commissioner's Office (ICO) within 72 hours and affected individuals without undue delay.

10. Review

This policy will be reviewed annually or sooner if required by changes in legislation or business operations.

Signed:



Name: Sean Preston

Position: Managing Director

Date: 13/10/25