

## GDPR Policy

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Jenner (Contractors) Limited is committed to compliance with the General Data Protection Regulations known as GDPR.

Under the terms of these regulations we are required to inform you about your personal data that we hold and how and by whom it can be accessed. In order to fulfil certain legal requirements and to carry out our business operations (including managing your enquiry/order and/or to pay you), we need to record personal data, some of which is held digitally and some as hard copy.

What is personal data? Personal data is data which can be used to identify you. This includes your name and email address, etc. Where is the data stored? Your information is stored electronically on our internal server. The electronic system can only be accessed by a small number of authorised persons. Hard copies of information and the like are kept secured in our office. How will your data be used? Your data will only be used for the purpose of carrying out our business operations, fulfilling legal requirements and managing your enquiry/order and/or to pay you.

We are responsible for your data and we must make sure that your data is processed according to the law. For example, we are responsible for making sure that the information held about you is accurate, that it is kept secure and that it is held no longer than required. Should you have any questions relating to the personal information held about you and the points above please contact the undersigned.

Your data will not be disclosed to any other organisation unless you give explicit permission or there is a legal obligation to do so. Any information we hold will not be used for marketing purposes.

The Board of Directors is actively committed to the provision of strong and active leadership in such matters, the engagement of the workforce in the promotion and achievement of compliance and the formal assessment and review of the Jenner (Contractors) Limited performance. The Board will provide adequate resources, information and training to ensure that the Management Teams can deliver the objectives set by the Board for continuous improvement throughout the business. The requirements of this GDPR Policy are communicated to all employees and the involvement of all individuals within Jenner (Contractors) Limited in the management of GDPR is actively promoted through effective consultation and involvement.

The Board shall review this policy, periodically taking action if necessary to ensure its effectiveness and compliance with changes in the nature of the Jenner (Contractors) Limited operations and structure, legislation, best practice and procedures.

Signed:



Dean Elvidge  
Pre-Construction Director and GDPR Manager

May 2018

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