21st October 2026

REFERENCE: P - 032

Wallace Groundwork’s Ltd

Policy

DATA PROTECTION POLICY

Powered By TENSH. Health & Safety Experts

Wallace Groundwork's Ltd
The Hub at Gladstone Buildings Broadleys
Chesterfield
Derbyshire
United Kingdom

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1. General Statement of Intent

We are committed to safeguarding the personal data entrusted to us by our customers, employees, and business partners. We recognise the importance of data protection and privacy and are dedicated to ensuring the confidentiality, integrity, and security of all personal data we handle.

Our data protection policy is designed to comply with all applicable data protection laws and regulations, including the General Data Protection Regulation (GDPR) and other relevant national laws. We adhere to the following key principles:

1. **Lawfulness, Fairness, and Transparency**: We process personal data lawfully, fairly, and transparently, ensuring individuals are informed about how their data is used.
2. **Purpose Limitation**: We collect and process personal data for specified, explicit, and legitimate purposes and do not process it in a manner that is incompatible with those purposes.
3. **Accuracy**: We take all reasonable steps to ensure that personal data is accurate, complete, and kept up to date.
4. **Limitation**: We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, in accordance with our retention policies.
5. **Integrity and Confidentiality**: We implement appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing, accidental loss, destruction, or damage.
6. **Accountability**: We take responsibility for and demonstrate compliance with these principles, maintaining comprehensive documentation and ensuring regular reviews of our data protection practices.

All employees are required to adhere to this policy and are provided with regular training and updates on data protection best practices. By committing to these principles, we aim to build trust with our stakeholders and uphold the highest standards of data protection and privacy.

Author	Nicola Parker
Author Job Role/Position	General Manager

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Author Signature	
Signature Date	21st October 2026

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2. Responsibilities

The functions of the company are designated to the following persons accordingly.

Responsibility	Contact Name	Contact Details
Data Protection Officer		

3. Arrangements

3.1. Training

In compliance with the General Data Protection Regulation (GDPR), we ensuring that all employees understand the importance of data protection and are equipped with the knowledge and skills necessary to handle personal data responsibly.

We provide training programs for staff members, including new hires and existing employees, to ensure they are aware of their data protection responsibilities and the specific requirements of the GDPR. These training sessions cover topics such as data handling best practices, recognising and reporting data breaches, and understanding data subject rights.

Additionally, we conduct regular refresher courses and updates to keep our staff informed about the latest developments in data protection laws and organizational policies. By fostering a culture of data protection awareness, we aim to minimise risks and ensure compliance with GDPR across all levels of our organisation.

3.2. Data subject rights

We are dedicated to upholding the rights of data subjects and providing transparent and accessible processes for individuals to exercise their rights. These rights include the right to access, rectify, erase, restrict processing, data portability, and object to the processing of their personal data, as well as the right not to be subject to automated decision-making, including profiling.

We have established clear procedures to handle data subject requests promptly and efficiently, ensuring responses within the statutory timeframe of one month, extendable by up to two additional months if necessary. Our dedicated data protection team logs, assesses, and addresses all requests, ensuring thorough documentation and compliance with GDPR requirements.

To facilitate the exercise of these rights, we provide guidance and support on how to submit requests through multiple channels, including email, postal mail, and our website. We verify the identity of requesters to protect personal data from unauthorised access and provide detailed explanations if we choose not to comply with a request, including information on the right to lodge a complaint with a supervisory authority.

3.3. Monitoring and auditing

We are committed to ongoing monitoring and auditing of our data protection practices to ensure compliance and continuous improvement. We conduct regular internal audits to review and assess our data processing activities, security measures, and adherence to GDPR principles.

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Our monitoring processes include reviewing access logs, conducting risk assessments, and verifying the implementation of data protection controls. Any findings or non-compliance issues are promptly addressed through corrective actions and process improvements.

Furthermore, we ensure that the results of our monitoring and auditing activities are reported to senior management and relevant stakeholders. This transparency fosters a culture of accountability and continuous improvement within the organisation.

3.4. Data collection and use

We collect personal data only for specified, explicit, and legitimate purposes as defined in our data protection policy. Prior to collecting any personal data, we ensure that individuals are informed about the purposes for which their data will be processed, the legal basis for processing, and their rights regarding their personal data.

We collect only the minimum amount of personal data necessary to achieve the intended purpose and take steps to ensure the accuracy and relevance of the data collected. Our data collection practices are conducted in a transparent manner, and we provide clear information on how individuals can exercise their rights, including the right to access, rectify, erase, restrict processing, and object to the processing of their personal data.

Furthermore, we do not use personal data for purposes that are incompatible with the purposes for which it was originally collected, unless we obtain explicit consent from the data subject or it is otherwise permitted by law. We have implemented appropriate technical and organisational measures to safeguard personal data against unauthorised access, accidental loss, destruction, or alteration.

Our employees who handle personal data receive training on data protection principles and are bound by confidentiality obligations. We regularly review our data collection and use practices to ensure compliance with GDPR requirements and to adapt to changes in legal or operational contexts.

3.5. Data breach management

We have implemented a robust data breach management framework to promptly detect, assess, and respond to any personal data breaches. A personal data breach is defined as a breach of security leading to the accidental or unlawful destruction, loss, alteration, or unauthorised disclosure of, or access to, personal data transmitted, stored, or otherwise processed.

Upon discovering a data breach, our priority is to take immediate action to mitigate its impact and prevent further unauthorised access or disclosure. We have designated a dedicated data protection team responsible for overseeing our data breach response process. This team conducts a thorough assessment to determine the scope and severity of the breach, identifying the affected individuals and the type of data involved.

If the breach is likely to result in a risk to the rights and freedoms of individuals, we notify the relevant supervisory authority within 72 hours of becoming aware of the breach, as mandated by the GDPR. Our notification includes details such as the nature of the breach, the categories of personal data affected, the likely consequences of the breach, and the measures taken or proposed to mitigate its effects.

In cases where the breach is likely to result in a high risk to the rights and freedoms of individuals, we also communicate directly with affected data subjects without undue delay, providing clear and concise information about the breach and the steps they can take to protect themselves.

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Following a data breach, we conduct a thorough investigation to understand the root causes and implement corrective actions to prevent future incidents. We document all breach incidents, including our response actions and outcomes, to ensure accountability and compliance with GDPR requirements.

I have read and understood the entirety of this document. Where there was something I did not fully understand, it was explained to my satisfaction. I agree to comply with the required directions and instructions in this document. If at any point, I cannot comply, I will highlight this before continuing.			
Name	**Job Role / Position**	**Signature**	**Date**
Nicola Parker	General Manager		21st October 2026
Peter Wallace	Managing Director		21st October 2026
Shane Hill	Site Lead		21st October 2026