



**SOUTH
EASTERN
CARPENTRY**

DATA PROTECTION POLICY

SEC Commitment

SEC handles a substantial amount of personal data about individuals.

It is important to us that staff have trust and confidence that we will protect privacy and uphold the highest standard of compliance with data protection law. SEC takes great care to ensure that personal data is obtained, handled, stored and disposed of confidentially and securely.

Data protection law regulates the processing of “personal data” relating to individuals by organisations SEC is the Controller for the personal data we process. We process this information for a variety of reasons in order to carry out our employer and other administrative functions.

When we process personal data we will always aim:

- To be fair and transparent about the ways we use personal data by providing data subjects with appropriate privacy information wherever possible.
- To only collect and use personal data where we have a clear lawful basis and for the reasons that we have informed our data subjects about.
- To collect and hold the minimum amount of personal data possible.
- To keep our information up to date.
- To keep it for no longer than is necessary.
- To keep it securely.
- To uphold the rights of data subjects.

G Dines

*Director
January 2023*