

		<b>Quality, Environmental &amp; H &amp; S Manual</b>	<b>Date:</b> 25.7.19
<b>Section: 4.13</b>		<b>GDPR Data Protection Policy</b>	<b>Issue: 1</b>

## Data Protection Policy

Alba Dewatering Services Limited is fully committed to compliance with the requirements of the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR). We recognise that GDPR requires all processing of personal data to meet standards.

The company will therefore aim to ensure that all employees, subcontractors, consultants and other persons who have access to any personal data held by or on behalf of Alba, are fully aware and meet requirements.

Alba hold employees personal data such as CV's, payroll information, contracts of employment, pension arrangements, tax data, forms of identification, HR/disciplinary details; This information is stored in a secure location and only accessible by employees that need it to conduct their duties and comply with legal requirements.

In order to operate efficiently, Alba may occasionally be required to provide customers with our subcontractor's personal data, for site authorisation, security, vetting and clearance purposes. This data will be passed on in a secure manner to authorised personnel only.

Compliance is the responsibility of all members of staff. Any deliberate or reckless breach of this policy may lead to disciplinary, and where appropriate, legal proceedings. Any questions or concerns about the interpretation or operation of this policy should be taken up with the Data Protection Officer (Transport Manager).



Glyn Whitlam  
Managing Director