



## **GDPR (General Data Protection Regulation) Policy**

The General Data Protection Regulation [GDPR] 2018 puts onerous responsibilities on us as employers and you as employees. It requires that we ensure that data collected is fairly and lawfully processed and that any information we hold relating to a Data Subject is adequate, relevant and not excessive. Personal data relates to individuals whether those individuals are customers or suppliers, prospects, employees of customers or suppliers or our own employees.

Employees should be aware that it is a criminal offence to access or disclose personal data held without authority. Misuse of data will be dealt with in accordance with the disciplinary procedure.

As part of your contract of employment, and by signing, you have consented to us holding and using personal data relating to you.

Where data is given by one party directly to another the person giving the information gives consent to use the data for any legitimate business purpose. However, everybody must be aware that passing on information to other parties without the consent of the data subject could put them in breach of the regulation. This includes forwarding e-mails, passing on phone numbers etc.

J Swingler Transport is registered with the Information Commissioner's Office and our nominated Data Protection Officer (DPO) is Anthony Swingler Proprietor.

All queries relating to data control should be addressed to Anthony Thomson and can be made during normal hours of work via e-mail or at any time by letter. You have the right of access to the data held about you and we will ensure you receive it within 30 days of any request. You have the right to request rectification, erasure or restricted processing of data held about you.

We request that all employees are cautious in giving out other peoples' personal data and must only be given with consent and need.

A handwritten signature in black ink, appearing to be 'A. Thompson', is written over a horizontal line.

**Signed: \_\_\_\_\_**  
**Anthony Thompson**  
**Proprietor**