

AMA Scaffolding Ltd – GDPR Policy

AMA Scaffolding Ltd recognises and adheres to the requirements of the Data Protection Act 2018 and related legal obligations ("Data Protection Laws"). Data Protection Laws impose strict legal obligations on AMA Scaffolding Ltd and its employees to safeguard the rights of individuals in relation to the handling of personal data. AMA Scaffolding Ltd holds significant amounts of personal data, primarily relating to employees and contractors.

Sensitive personal data is any information about an individual's physical or mental health, racial or ethnic origin, sexual life, politics, religion, trade union membership, or alleged or committed criminal offences. The following non-exhaustive list below sets out examples of data which may be held on file.

- Name, address and other contact details
- Date of birth
- CVs, application forms, interview notes, test results, education and training records
- Employment contract(s) and amendments to the same
- Appraisals and performance information
- Records (accident, sickness, attendance)
- References
- Driving License information
- Medical information
- Next of Kin contact details
- Immigration/right to work information
- Trade Union Membership
- Ethnic/racial origin
- Images (e.g ID Cards, photos, CCTV)

Personal data will be kept secure to prevent accidental loss or damage and to prevent unauthorised access or changes to data contained. Personal data in electronic form will be inaccessible when left unattended, for example, computers and wireless devices must be screen-locked and password protected. Line managers and supervisors have the responsibility for ensuring that their staff are aware of the restrictions for accessing personal data within their business area.

The general rule for employees is that you must not collect or hold sensitive personal data unless this is absolutely necessary for legitimate business purposes and the individual has explicitly consented.

The company recognises the important role it has to play for the achievement of a more sustainable future and will implement this Data Protection Statement of Intent as an element within our overall sustainability strategy.

The company will periodically maintain a selection of key Data Protection Statement Policy management documents and reference material for use by its staff and employees. These will be retained within the company's offices and requests for additional material shall be made via the appropriate Manager.

For and on behalf of AMA Scaffolding Ltd:

Manging Director:
Martin Unstead

Dated: February 2025