



You are probably aware the Data Protection Laws have been changed to include General Data Protection Regulation (GDPR) and the Data Protection Act 2018. (DPA2018)
This has generated a set of statutory obligations which are set out below.

Ralph Scaffolding Limited's Obligations

We agree to comply with the obligations within the GDPR and DPA2018.

We hold securely your personal data which is required for the purposes of carrying out business as a subcontractor or employee of Ralph Scaffolding Limited.

In the event that your personal data is shared with a third party for tax obligatory purposes, this information will be held securely, either on a password protected database or a locked filing system.

The following data is held (or part therein)

- Address
- Telephone Numbers
- Email Address
- National Insurance number
- UTR
- Insurance Details
- Copy of Passport
- Driving Licence
- Training/qualification certificates and/or copies of tickets/cards
- Attendance records related to Toolbox Talks, Accident Reporting and Training.

The amount of personal data held is dependent upon your status and what is required in order to meet our legal obligations as a contractor and employer.

Retention Period

Following the cessation of your subcontractor arrangements this information will be deleted after three years. The retention period is required to cover possible litigation claims from 3rd parties.

Sharing your data

We will not share your data or disclose it to anyone unless legally obliged to.

Your rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data.

- You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
- If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.



• You have the right to lodge a complaint to the Information Commissioners Office if you believe that we have not complied with the requirements of the GDPR or DPA 2018 with regard to your personal data.

Your Obligations

You are required to comply with the obligations within the GDPR and DPA2018.

Confidentiality

All personal data provided to you regarding a client, tenant, vendor or employee is to enable you to undertake your contracted work for Ralph Scaffolding Limited.

Personal Data will include but is not limited to the following.

Name & Address
Telephone Numbers
Email Address
Special Needs Instructions
Receiving text messages

This information is confidential and you cannot

- Use confidential information for any personal benefit or profit
- Disclose confidential information to anyone outside of Ralph Scaffolding Limited.
- Disclose personal passwords for accessing the company systems to others.
- Copy confidential documents and files and store them on portable storage devices such as data sticks.
- Keep personal data on your own device or within your file system beyond the requirements in carrying out your work.

When you stop working for Ralph Scaffolding Limited you are obliged to return any confidential files and/or delete them from your personal devices.

Misuse of Personal Data

- As a company, Ralph Scaffolding Limited is required to investigate any reported breach under GDPR & DPA 2018
- If it is found that there has been a deliberate breach of this policy we will terminate any subcontractor/employment agreements that are in place.
- Depending on the severity of the breach this could lead to legal action being taken.

I ACKNOWLEDGE AND CONFIRM MY AGREEMENT TO THE TERMS OF THIS LETTER AGREEMENT

NAME:

SIGNED:

DATE:

Yours sincerely,
Jamie McSweeney