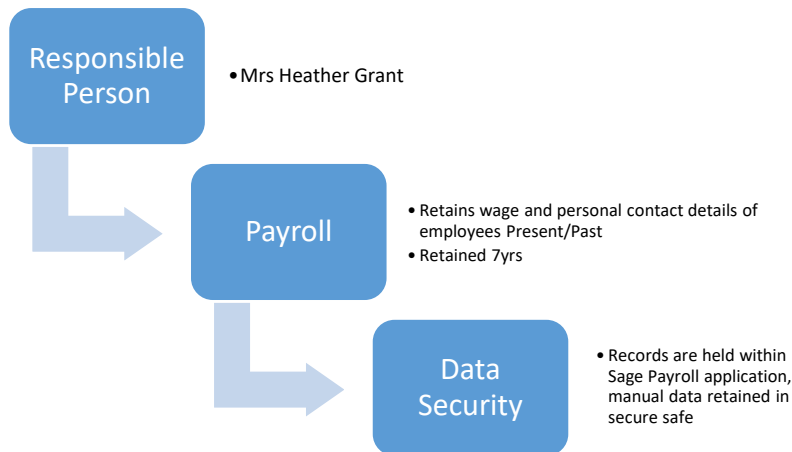


## GDPR ASSESSMENT

26<sup>th</sup> March 2018

Rev1.0

### Organisational structure – Personal Data Management



### Data Types

Data is either electronic or paper based. Electronic data is generated through *Sage Payroll* and consists of address, NoK, NI number, hours worked, pay rate, pay values. Sage Payroll is password protected and installed on a single PC. Access is restricted to Mrs Grant via logon.

Paper based *personal & accident records* are retained in a locked secure safe which is housed in the Admin Office centre and accessed by office staff (Mrs Grant/Mr M Willis (MD)).

It holds a similar level of data as electronic with the exception payroll data.

In addition the company *Accident Book* contains written data related to individual accident instance and remedial actions and may also detail witness statements. This record is maintained and completed by Mrs Grant and in her absence the MD.

### Email Communication – Recruitment

Several recruitment agencies forward CV data for potential employees, these emails are directed to a separate email address which has a secret password known by Mrs Grant & MD. Hard printed copies of this information are retained in the admin office and stored in the safe when not in use. Contacts that are not suitable have the email and paper record destroyed.

### Record Deletion

Electronic payroll data is retained within Sage as standard feature for duration of company life whilst paper data is destroyed through shredding when no longer relevant or after 7 years.