



DATA PROTECTION POLICY

Connect Skilled Contractor Service Ltd

GDPR Compliance Programme

To comply with GDPR requirements, the Company has implemented arrangements including:

- Processing personal data lawfully, fairly and transparently.
- Only collecting and using information required for legitimate business purposes.
- Keeping personal data accurate and securely stored.
- Retaining information only for as long as necessary.
- Ensuring individuals' rights regarding their personal information are respected.
- Reporting and managing any suspected data breaches appropriately.

Responsibilities for Handling Data

All directors, employees, workers and subcontractors are responsible for protecting confidential information. Sensitive material, including employee records, client information and business documents, must only be accessed by authorised persons and must not be disclosed without approval.

Paper records are stored securely, and electronic information is protected through controlled access and secure systems.

IT Data Security Arrangements

Connect Skilled Contractor Service Ltd maintains appropriate IT security controls, including:

- Password-protected laptops, computers and mobile devices.
- Secure user accounts with controlled access.
- Firewall protection and anti-virus/virus scanning software.
- Regular software updates and security checks.
- Secure backups of important business information.
- Restrictions on sharing confidential data through unauthorised channels.

Data Protection Training

Employees are informed of their responsibilities regarding data protection during induction and through ongoing awareness updates. Workers are instructed on confidentiality, secure handling of information, recognising risks and reporting any suspected data breaches.

The Company reviews its data protection arrangements regularly to ensure continued compliance and improvement.

GDPR Compliance Programme

1. Our Commitment to GDPR

Connect Skilled Contractor Service Ltd is committed to complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We have implemented appropriate policies, procedures, and technical measures to ensure that all personal data is processed lawfully, fairly, transparently, and securely.

The company regularly reviews its data protection practices to ensure ongoing compliance with legal requirements and industry best practice.

2. Responsibilities for Handling Personal Data

All directors, employees, contractors, and temporary staff are responsible for protecting personal and confidential information.

Employees must:

- Process personal data only where authorised and for legitimate business purposes.
- Keep confidential information secure and prevent unauthorised access.
- Report any actual or suspected data breach immediately to management.
- Ensure personal data is accurate and kept up to date.

- Dispose of confidential information securely in accordance with company procedures.

The Director has overall responsibility for ensuring compliance with this policy and monitoring the company's data protection arrangements.

3. IT and Data Security Arrangements

The company has implemented appropriate technical and organisational measures to safeguard personal data, including but not limited to:

- Password-protected computers, laptops, mobile devices and user accounts.
- Multi-factor authentication where available.
- Firewall protection on company systems.
- Up-to-date antivirus and anti-malware software.
- Automatic software and security updates.
- Secure cloud storage and encrypted data where appropriate.
- Restricted access to personal data based on business need.
- Secure disposal of electronic and paper records.
- Regular backups of business-critical information.

Any company equipment containing personal data must be kept secure and must not be accessed by unauthorised persons.

4. Data Protection Training

All employees receive data protection awareness appropriate to their role.

Training includes:

- UK GDPR principles.
- Secure handling of personal data.
- Recognising and reporting data breaches.
- Password and cyber security awareness.
- Confidentiality obligations.

Refresher training is provided periodically and whenever significant changes to legislation or company procedures occur.

5. Monitoring and Review

This policy is reviewed at least annually, or sooner where changes in legislation or business activities require an update.

1. Purpose

Connect Skilled Contractor Service Ltd is committed to protecting personal data and ensuring compliance with UK GDPR and the Data Protection Act 2018.

The company ensures that all personal data is processed lawfully, transparently, and securely.

2. Scope

This policy applies to:

- All staff, contractors, and third parties
 - All personal data processed by the company
 - All formats including digital, paper, and verbal data
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3. Data Protection Principles

1. Personal data is processed lawfully, fairly, and transparently.
 2. Data is collected for specified, explicit, and legitimate purposes.
 3. Only necessary data is collected (data minimisation).
 4. Data is kept accurate and updated where required.
 5. Data is retained only for as long as necessary.
 6. Data is processed securely using appropriate technical measures.
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4. Lawful Basis for Processing

7. Personal data is processed under lawful bases such as:
 - Contractual necessity
 - Legal obligation
 - Legitimate interest
 - Consent (where applicable)
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5. Data Collection and Use

8. Only relevant personal data required for business operations is collected.
 9. Data is used strictly for the purpose it was collected for.
 10. Personal data is not shared without a lawful basis or agreement.
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6. Data Security

11. Personal data is stored securely using password-protected systems.
 12. Access is restricted to authorised personnel only.
 13. Paper records are stored in locked and secure locations.
 14. Electronic data is protected using encryption and secure access controls.
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7. Data Retention

15. Data is retained only for as long as necessary for business or legal purposes.
 16. Retention periods are reviewed periodically.
 17. Data is securely deleted or destroyed when no longer required.
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8. Data Subject Rights

18. Individuals have the right to:
 - Access their data
 - Request correction
 - Request deletion (where applicable)
 - Restrict processing
 - Object to processing
 19. Requests are handled within statutory GDPR timeframes.
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9. Data Sharing and Third Parties

20. Data is only shared with trusted third parties where necessary.
 21. Third-party processors must comply with GDPR requirements.
 22. Contracts include data protection obligations.
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10. International Transfers

- 23. Personal data is not transferred outside the UK unless adequate safeguards are in place.
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11. Data Breach Management

- 24. All data breaches are reported immediately to management.
 - 25. Breaches are assessed and contained without delay.
 - 26. ICO notification is made where legally required.
 - 27. A breach log is maintained.
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12. Training and Awareness

- 28. Staff receive data protection training on induction.
 - 29. Refresher training is provided annually.
 - 30. Staff are trained to identify risks such as phishing and improper data handling.
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13. Accountability

- 31. The Managing Director is responsible for data protection compliance.
 - 32. The company maintains records of processing activities where required.
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14. Policy Review

- 33. This policy is reviewed annually or when legislation changes.
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15. Approval

Approved by: Managing Director

Company: Connect Skilled Contractor Service Ltd

Review frequency: Annually

Data Protection Policy & Privacy Notice

Company: Connect Skilled Contractor Service Ltd

Statement of Intent

Connect Skilled Contractor Service Ltd is committed to protecting personal data and complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and all applicable data protection legislation.

The Company recognises the importance of keeping personal, confidential and sensitive information secure and ensuring that all information is collected, stored, processed and shared responsibly.

Approved by:

Aleem Aziz

Director

Connect Skilled Contractor Service Ltd

Signature: _____

Date: _26_ / _7_ / _2026_