

Data Protection Policy Statement

2020

Swift Construction Group has taken the following steps to ensure that the personal data of individuals are protected:

- Appointed employees to be responsible for the processing and controlling of data, reviewing and auditing of the data protection systems and procedures and over-viewing the effectiveness and integrity of all the data that must be protected.
- Provide information to employees on data protection rights, how their data will be used and how it will be protected. Information provided will include the actions they can take if they think their data has been compromised in any way.
- Provide information and training to employees to make them aware of the importance of protecting data, teaching them to protect the data and to understand to treat information confidentially.
- Be accountable for all the personal data we hold, where it comes from, who it is shared with and who it might be shared with.
- Carry out a risk assessment as part of the reviewing process on a regular basis.
- Seek individual's consent for obtaining, recording, using, sharing, storing and retaining personal data. The consent must be freely given, specific, informed and unambiguous.
- Have the appropriate resources in place to detect, report and investigate suspected or actual data breaches. If breaches are made then we have duty of care to report significant breaches to the individual and information commissioner.



Neil Moye

Managing Director

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