

General Data Protection Regulations (GDPR) – Legal Requirement



All UK companies which employ EU citizens will have to comply with the GDPR after 25th May 2018.

The Data Protection Act is changing. LA Metalworks Ltd takes Data Protection seriously and therefore will be compliant with the following changes.

The present Data Protection Act will be replaced with GDPR legislation in all but name after the UK leaves the EU.

GDPR: the key points

The main objective of GDPR is to give individuals greater control over how their personal data is collected, stored and used. It is also intended to unify the regulation across the EU.

Key points are as follows:

- **GDPR applies to companies with fewer than 250 employees - if the business is handling information on individuals' health, race or ethnicity, religion, political beliefs, sexual orientation, plus any genetic and biometric data. Other conditions also apply.**
- Any breach of data should be reported to the Information Commissioner's Office (ICO) as soon as possible and no later than 72 hours after the event.
- In future, businesses will have to get an individual's consent before using their data by providing an 'opt in' feature. People will also have 'the right to be forgotten' by withdrawing their consent or asking for their data to be removed from a company's files.
- Individuals can request to have inaccuracies about them corrected or their data deleted altogether.

GDPR and smaller businesses

Article 30 of the new regulation states that organisations with fewer than 250 employees will not be strictly bound by GDPR, although as noted above, this will depend on what kind of data the company is storing. We will review and consider how regularly we process and store personal data. Please note LA Metalworks Limited does not supply any personal data to a third party for marketing purposes. This also refers to any personal information held about past or present staff as well as our clients and customers.

All personal data is stored and secure in a locked cabinet at all times. As of the 25th May 2018 no personal data will be sent by email. A secure drop box will be in force for personal documentation.

We will also have in place, Subject Access Request (SAR) for any former employee or customer who wants to check what information we have on them once the new regulation comes into force.

LA Metalworks Ltd, LA Metalworks House, Fiddlebridge Lane, Hatfield, Herts AL10 0SP

☎ 01707 256 290



info@lametalworks.co.uk



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GDPR and Supplies

In order to provide our services, we need to collect

- Company names
- Company addresses
- Individual employee names
- Contact Phone/Fax Numbers
- Email addresses
- Credit Checks (When orders are placed)
- Client Customer details (for delivery/contract purposes)

We gather this data from incoming enquiries, verbally, from search engines and from 3rd party credit check companies. This data is processed onto our systems and periodically backed up to 3rd party remote servers. Your information will only be used for processing of quotations/contracts only.

We will not transmit your information to other parties unless it is required to fulfil your request for a quotation or to complete an order. All data disclosures will be relevant only to the requirements of the contract/quotation. We will never sell your information to 3rd parties.

On completion of quotations/contracts we will hold the digital and physical files on record. These files are held in secure servers and file rooms on and off site.

In the course of processing orders, we may be required to send data to 3rd parties. These include but are not limited to on line payment services such as PayPal, our business control software provider and on-line credit check companies. Any information passed to these parties will be handled as per the guidelines of the GDPR and will, again, be relevant only to the requirements of providing our services.

We will, from time to time, review all information held. After a period of time we will contact such parties to check that they are content for us to still retain the information about them.

If you have any queries or issues with the above please feel free to contact us at customercare@lametalworks.co.uk

Scott de la Fuente
Director
25/05/2018

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