



## GENERAL DATA PROTECTION REGULATIONS 2018 (GDPR) POLICY STATEMENT

L&W Contractors Ltd ensures that all personal data required by the Company complies with the General Data Protection Regulation 2018. This covers;

- personal data for HR & employment purposes,
- competence certification,
- approved supplier details
- information on the Company website.

The GDPR requires that Companies must be transparent about how they collect data, what they do with it, and how they process it, and must be clear (using plain language) in explaining these things to people.

L&W Contractors Ltd GDPR Work Instruction QM04WI01 and relevant amended forms ensure that they comply with these requirements. This Work Instruction is readily available for all staff and any prospective clients or auditors who wish to review our procedures and compliance with legislation.

Although the impact of GDPR in L&W Contractors Ltd is minimal it is nonetheless relevant in compiling and processing personal and sensitive data in employment application, staff personal health information, personal details relating to competency and staff information on the Company website and social media.

All relevant employment application forms and related documents clearly state that the applicant has given written consent for any personal information to be recorded and used..

Companies that supply safety critical goods and services to L&W Contractors Ltd will also give their agreement to the Company holding any information on the supplier approval questionnaire. This questionnaire also requires the applicant to state if they, the supplier, also comply with the GDPR and hold records accordingly.

This Policy Statement is reviewed annually.

David Walton  
Managing Director

A handwritten signature in black ink, appearing to read 'D Walton', with a horizontal line underneath.

March 15<sup>th</sup> 2018