



# SP Commissioning

Unit 7a Ladycross Business Farm, Hollow Lane, Dormansland, Surrey RH7 6PB

## Data Protection Policy for SP Commissioning (hereafter referred to as 'SPC')

### Policy brief and purpose

SPC's Data Protection Policy refers to our commitment to treat information of employees, customers, stakeholders and other interested parties with the utmost care and confidentiality. With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

### Policy scope

This policy refers to all parties including employees (both PAYE and Sub contractors), job candidates, customers, suppliers and any others who provide any amount of information to us.

### Who is covered under this Data Protection Policy?

Employees (including Sub contractors) of SPC must follow this policy. Consultants and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or who acts on our behalf and may need occasional access to data.

### Policy elements

As part of our operations, we need to obtain and process information. A nonexhaustive list of the information covered by this policy includes any offline or online data that makes a person identifiable. These information types include names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data and so on.

SPC collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

### Our data will be:

- Accurate and kept up to date
- Collected fairly and for lawful purposes only
- Processed by us within our legal and moral boundaries
- Protected against any unauthorised or illegal access by internal or external parties.