

Removals ~ Local ~ Long Distance ~ Storage ~ Shipping

Unit 15, Heronden Road, Parkwood, Maidstone, Kent, ME15 9YR
Tel: 01622 670562 Fax: 01622 686275
www.brayandson.com epost@brayandson.com

GDPR POLICY

1. Scope

All data subjects whose data is processed by Bray and Son Ltd

2. Responsibilities

The Data Protection Officer / GDPR Owner is responsible for ensuring that this notice is placed in front of potential data subjects prior to Bray and Son Ltd collecting/processing their personal data.

All Employees/Staff of Bray and Son Ltd who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Fair Processing Notice

The personal data we collect from you will be used for the following purposes:

- HMRC
- Statistical information

By consenting to this, you are giving us permission to perform those actions.

Read more about how and why we use your data here <https://ico.org.uk/your-data-matters>

You may withdraw consent at any time by written request from you.

What is Personal Data? Under the EU's General Data Protection Regulation:

Personal Data is defined as "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

Special Categories of Personal Data

Certain data are classified under the Regulation as "special categories":

- Racial
- Ethnic origin
- Political Opinions
- Religious Beliefs
- Trade-union membership
- Genetic Data

Removals ~ Local ~ Long Distance ~ Storage ~ Shipping

Unit 15, Heronden Road, Parkwood, Maidstone, Kent, ME15 9YR

Tel: 01622 670562 Fax: 01622 686275

www.brayandson.com epost@brayandson.com

- Biometric Data
- Health Data
- Data concerning a natural person's sex life
- Sexual orientation
- Other

Consent is required for Bray and Son to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

Why does Bray and Son Ltd need to collect and store personal data?

In order for us to provide you a removal service we need to collect personal data for correspondence and removal services. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. We may pass your personal data on to our service providers who are contracted to Bray and Son Ltd in the course of dealing with you. Our contractors are obliged to keep your details securely, and use them only to provide a removal service. Once your service need has been satisfied or the case has been closed, they will dispose of the details in line with Bray and Son's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do so.

How Bray and Son Ltd uses your information

Bray and Son will process – that means collect, store and use – the information you provide in a manner that is compatible with the EU's General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances, the law sets the length of time information has to be kept, but in most cases Bray and Son will use its discretion to ensure that we do not keep records outside of our normal business requirements.

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimize the risk of unauthorized access or disclosure.

Using your personal data

We will use the information you provide for the following purposes:

- Your personal details are used for our removal duties only and are not forwarded to a third party without written authority from you.
- On request all your details can be 'anonymized' if no work has been completed for you.
- Details of invoicing will be kept for HMRC only.

Document Owner and Approval

Removals ~ Local ~ Long Distance ~ Storage ~ Shipping

Unit 15, Heronden Road, Parkwood, Maidstone, Kent, ME15 9YR
Tel: 01622 670562 Fax: 01622 686275
www.brayandson.com epost@brayandson.com

The Data Protection Officer / GDPR Owner is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to [all] members of staff on the [corporate intranet] and is published 26/10/2018.

This procedure was approved by the Managing Director on 26/10/2018 and is issued on a version-controlled basis under his/her signature.

Signature:

Date:

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	<Manager>	