

GDPR & PRIVACY POLICY

Policy Statement

Varna Engineering Services is committed to protecting the privacy, confidentiality and security of personal data. We recognise the importance of handling personal information responsibly and in accordance with applicable data protection legislation. Including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy outlines how Varna collects, processes, stores and protects personal data relating to employees, applicants, clients, suppliers, subcontractors and other individuals with whom we interact.

Scope

This policy applies to all directors, employees, agency workers, subcontractors and any other individuals who process personal data on behalf of Varna.

Our Data Protection Principles

Varna is committed to ensuring personal data is:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Protected against unauthorized access, loss, destruction or damage.
- Processed in accordance with individuals' rights.

Types of Personal Data We May Collect

The company may collect and process personal information including:

Employee and Applicant Information

- Name and contact details
- Date of birth
- National insurance number
- Right to work documentation
- Employment history and qualifications
- Training and competency records

- Payroll and pension information
- Emergency contact details

Client, Supplier and Subcontractor Information

- Contact names
- Business contact details
- Email addresses
- Telephone numbers
- Project-related communications
- Contractual and financial information

Website and Marketing Information

- Website enquiry details
- Email correspondence
- Information voluntarily provided through contact forms

Lawful Basis for Processing

Varna processes personal data only where there is lawful basis to do so, including:

- Performance of a contract
- Compliance with legal obligations
- Legitimate business interests
- Protection of vital interests
- Consent where required

How Personal Data Is Used

Personal data may be used for:

- Employment administration
- Payroll and pension administration
- Recruitment activities
- Health and safety management
- Training and competency management
- Project delivery and contract administration
- Supplier and subcontractor management
- Customer service and communications
- Legal and regulatory compliance

Data Sharing

Personal data may be shared where necessary with:

- Payroll providers
- Pension providers

- Training providers
- Professional advisers
- Insurance providers
- Regulatory authorities
- Clients where contractually required
- IT service providers

Personal information will not be sold to third parties.

Data Security

Varna is committed to protecting personal information through appropriate technical and organizational measures including:

- Secure IT systems and passwords
- Controlled access to information
- Secure storage of paper records
- Anti-virus and cyber security protections
- Staff awareness and training

All personnel are responsible for protecting personal information and reporting any suspected data breaches immediately.

Data Retention

Personal information will only be retained for as long as necessary to fulfil the purpose for which it was collected, comply with legal obligations, resolve disputes and enforce contractual agreements.

Retention periods will be determined by legal. Contractual and operational requirements.

Individual Rights

Individuals have the right to:

- Be informed about how their data is used
- Access personal information held about them
- Request correction of inaccurate information
- Request erasure of personal data where appropriate
- Restrict processing in certain circumstances
- Object to certain types of processing
- Request transfer of their data where applicable
- Lodge a complaint with the Information Commissioner's Office (ICO).

Requests relating to personal data should be submitted in writing to the company.

Data Breaches

Any actual or suspected data breach should be reported immediately to management.

The company will investigate breaches promptly and, where required by law, notify the Information Commissioner's Office and affected individuals.

Employee Responsibilities

All employees and those acting on behalf of Varna must:

- Handle personal information securely
- Follow company procedures
- Report data protection concerns
- Maintain confidentiality
- Complete any required data protection training

Failure to comply with this policy may result in disciplinary action.

Website Privacy

Where personal information is submitted through the company's website, it will be used only for legitimate business purposes, including responding to enquiries and providing requested services.

Any website cookies or analytics tools used by the company shall be managed in accordance with applicable privacy legislation.

Monitoring and Review

Varna will review this policy annually and whenever there are significant changes to legislation, technology or business operations.

Kind Regards,

Paul Swift

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