

The General Data Protection Regulation (GDPR) is the first significant change to Data Protection since the Data Protection Act was introduced in 1998. The changes are effective from 25 May 2018. The purpose of the GDPR is to give greater protection and rights to individuals, 'harmonise' data privacy laws across Europe and be 'fit for purpose' in this digital age. The Regulation places increased obligations on all organisations that collect, use and store the personal data of individuals.

Compliance with the GDPR and related privacy legislation is not just a statutory obligation. Tayside Contracts regards the lawful and correct treatment of personal information as of vital importance when maintaining trusted and positive working relationships with the various groups of individuals whose personal data Tayside Contracts holds and to ethical and successful business practice.

Personal Data

Personal Data is factual information that both identifies and relates to a living individual and includes any expression of opinion about the individual. We are required to collect and process different types of data about you during the course of your employment and will ensure that, when doing so, we comply with the GDPR. It is your responsibility to inform us of any changes to your personal information to ensure that the information we hold about you is accurate.

Tayside Contracts' employees must never disclose personal data obtained in the course of their employment, or access personal data without appropriate permissions. It is a criminal offence to knowingly obtain or disclose personal data without the consent of Tayside Contracts.

Fair, lawful and transparent processing

We will only collect and process personal information about you where it is fair and lawful to do so, is necessary to fulfil the requirements of your employment or carry out our operational duties.

Adequate, limited and accurate data

We will assess existing and new data processing activities and supporting information systems to ensure that we collect the minimum amount of personal data necessary to achieve the purpose it is required for and we will keep the information for the minimum period necessary.

Data retention and disposal

Tayside Contracts will retain personal data only for as long as it is needed and ensure its secure disposal at the end of this period through the maintenance and application of our information retention schedule, information life-cycle management procedures and confidential destruction procedures.

Data Security

We will take appropriate technical and organisational security measures to safeguard personal information. This will include ensuring that the organisations we are required to share your information with are compliant with the GDPR.

Privacy Notices

We will inform you of any processing activities we carry out and provide you with the required statutory information at the time the data is collected. We will do this through the use of privacy notices that are concise and transparent, written in clear and plain language and are easily accessible.

Consent

We will seek explicit consent from our employees when:

- collecting special categories of information
- collecting personal data for unexpected or potentially objectionable purposes
- processing information in a way which may significantly affect an individual
- sharing information with other organisations which would be unexpected

Except where statutory exemptions apply.

Data processors

When we use another organisation or individual to process your personal data on our behalf (a data processor), we will ensure that the organisation or individual is taking adequate steps to allow us to meet our obligations under the GDPR. We will specify our processing instructions, necessary security procedures and other appropriate measures.

Subject access requests

Subject access requests are requests to Tayside Contracts made by individuals for access to the personal information we hold about them. In some cases subject access requests are made by a third party on that person's behalf, for example by:

- a parent or guardian on behalf of a young child (under 12 years of age)
- a representative on behalf of an adult with incapacity
- a solicitor on behalf of a client

We will take reasonable steps to make sure that the person making the subject access request is who they say they are. If someone is making a request on behalf of a third party, we will check that they have the authority to make that request.

The rights of data subjects

Tayside Contracts will ensure that our employees can fully exercise their rights under the GDPR.

Tayside Contracts employees are entitled to know:

- what personal information we hold and process about them, and how and why we do so
- how they can access the information
- how they can ensure the information is kept up to date or get inaccuracies corrected
- how and in what circumstances they can object to the processing of their personal information or request that processing is restricted
- when and how they can have their personal information deleted or transferred
- what we are doing to comply with our obligations under the Regulation

Data Protection Breaches and Complaints

Tayside Contracts has robust and documented complaint handling and data incident procedures and controls for identifying, investigating, reviewing and reporting any breaches or complaints with regards to data protection. Details of these procedures can be found in the Data Protection Policy.

Further information about GDPR is available at www.ico.org.uk. Should you have any queries about GDPR or Tayside Contracts' Data Protection Policy, please email gdpr@tayside-contracts.co.uk