



Data Protection Policy

Enviro Group is committed to protecting personal data and handling information lawfully, fairly, securely and with respect. We recognise the importance of data protection and are committed to complying with applicable data protection law, including the UK GDPR and the Data Protection Act 2018.

This policy applies to all employees, managers, directors, agency workers, subcontractors and anyone working for or on behalf of Enviro Group who handles personal data.

Personal data means any information that relates to an identifiable person. This may include employee records, client contact details, supplier information, payroll information, recruitment records, CCTV images, attendance records, and other business information containing personal details.

Enviro Group will ensure that personal data is:

- used lawfully, fairly and transparently
- collected for clear and legitimate purposes only
- limited to what is necessary for the business need
- kept accurate and up to date where required
- kept only for as long as necessary
- kept secure and protected against loss, misuse, unauthorised access or disclosure
- handled in a way that allows us to demonstrate compliance with data protection requirements

Enviro Group will take appropriate steps to protect personal data, including secure storage, password protection, restricted access, confidential handling of records, and proper disposal of information when no longer needed. The ICO states that organisations must use appropriate technical and organisational measures to keep personal data secure.

We will only collect and use personal data where there is a valid reason to do so and where it is necessary for business, legal, contractual, employment, or health and safety purposes. Where sensitive personal data is processed, additional care and legal safeguards will apply. The ICO notes that special category data needs more protection and requires both a lawful basis and an additional condition for processing.

All staff and anyone working on behalf of Enviro Group must:

- handle personal data carefully and confidentially
- only access information they need for their role
- keep records secure
- report any loss, breach or suspected misuse of data immediately
- follow company procedures on storing, sharing and disposing of information

Managers are responsible for making sure staff understand their responsibilities and follow this policy. The ICO says accountability requires organisations to take responsibility for personal data and be able to show how they comply.

Anyone who becomes aware of a data breach, loss of information, unauthorised disclosure, or misuse of personal data must report it immediately to management so that appropriate action can be taken.

Any breach of this policy may result in disciplinary action, termination of contract, or other appropriate action.

This policy will be reviewed regularly to ensure it remains suitable, effective and up to date.

Approved by: __James Lyons_____

Position: __Operations Manager_____

Date: _01.03.26_____

Review date: __01.03.27_____