

Data Protection Policy

1. Introduction

1.1. CM Building and Landscaping LTD ("The Company") is committed to conducting its business in accordance with all applicable Data Protection laws and regulations and in line with the highest standards of ethical conduct.

1.2. This policy outlines the data protection responsibilities of all staff, contractors, consultants, partners, and other parties working on behalf of The Company.

2. Scope

2.1. This policy applies to all personal data processed by CM Building and Landscaping LTD and is part of the company's approach to compliance with the relevant data protection legislation.

3. Principles

All personal data shall be:

- 3.1. Processed lawfully, fairly, and transparently.
- 3.2. Collected for specific, explicit, and legitimate purposes.
- 3.3. Adequate, relevant, and limited to what is necessary.
- 3.4. Accurate and, where necessary, kept up to date.
- 3.5. Stored only as long as necessary.
- 3.6. Processed in a way that ensures appropriate security.

4. Data Subject Rights

4.1. The Company recognizes and will respect all rights of data subjects, including the rights to access, rectification, erasure, restrict processing, data portability, object to processing, and rights related to automated decision-making.

5. Data Accuracy and Storage Limitation

5.1. CM Building and Landscaping LTD shall ensure that personal data is accurate and, where necessary, kept up to date.

5.2. Data that is no longer required for the purposes for which it was collected shall be deleted or anonymized.

6. Data Transfers

6.1. Personal data shall not be transferred to countries or territories outside the approved list without appropriate safeguards in place.

7. Data Security

7.1. Appropriate technical and organizational measures will be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

8. Breach Notification

8.1. In case of a breach, The Company shall notify the competent supervisory authority and affected individuals in accordance with the applicable data protection laws.



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9. Training and Awareness

9.1. All staff and contractors are provided with data protection training and are expected to operate within the boundaries of this policy.

10. Monitoring and Review

10.1. The Company will monitor compliance with data protection laws and this policy on a regular basis. This policy will be reviewed at least annually or when relevant legislation changes.

11. Contact

11.1. Any queries about this policy, the data held, or data processing practices should be directed to the designated Data Protection Officer (DPO), Craig Merriman at craigmerriman@live.com

12. Approval

This policy is approved and endorsed by the senior management of CM Building and Landscaping LTD.

Subject to review, monitoring / revision by: Craig Merriman, Director 12 months or sooner if work activity changes. Next Review – January 2025

Craig Merriman

Director,

CM Building and Landscaping LTD

01/01/2024

A handwritten signature in black ink, appearing to read "C. Merriman", is written over a light blue rectangular background.