

## 27 Data Protection Act 2018 (General Data Protection Regulations – GDPR) – “Flotech Data Protection Policy”:

General Data Protection Act (GDPR) Data Protection Act 2018(<https://www.gov.uk/data-protection>)

Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to: be informed about how your data is being used

/ access personal data / have incorrect data updated / have data erased / stop or restrict the processing of your data / data portability (allowing you to get and reuse your data for different services) / object to how your data is processed in certain circumstances. This directive conforms to FLO/ISOPRO/05 Documentation control.

**Privacy Notice:** Flotech’s privacy notice is a public statement of how your organisation applies (and complies with) the GDPR’s data processing principles, and must be reflected on all and any documentation requested, where the company intent is to archive and maintain it.

**Employee Privacy Notice:** Under the GDPR, Flotech must be more transparent and open than ever before about the employee-related data we process. It is also a core GDPR principle for employers to process HR related data in a fair and transparent way. An employee privacy notice is a key step towards compliance, and explains to an individual how a data controller (The business) processes and maintains employee’s personal data. This is conducted during employee induction and is recorded at that stage. This element is an essential part of compliance, it serves two purposes: Promoting transparency, and to provide individuals with more control over the way their data is used.

**Data Retention Policy:** This section conforms with FLO/ISOPRO/07 Control of Records procedure, GDPR data as specified will be retained for the period of employment (Personal Data to include CV) and will be destroyed upon release from the business.

Personal Data two key factors:

1) Personal data will be held within the individuals (Named & Titled) folder within the management drive (Z-Drive) - A secure area with limited access read/write privileges. This data must not be despatched or released to any third parties / personnel outside of the management of FlotechPS, full non-disclosure applies, Disciplinary action will be taken should this be identified.

2) All personal data will be destroyed from the hard copy and business I.T System upon leaving the company.

**Data Subject Consent**

Consent is one lawful basis for processing personal data, and explicit consent can also legitimise the use of [special category data](#). Consent to hold information must be gained from the submitting organisation (this is to be recorded – preferably as a statement on the initial page of the document). The documentation originator has the right to refuse retention or request eradication of the data held.

FlotechPS - personal data for a specific purpose, must obtain permission from the data subjects in question with a consent Statement:

General Data Protection Regulation (GDPR)	YES/NO
1. Do you consent to Flotech storing (securely) information about your company / you – in line with the business relations / transactions / Employment - we conduct? *Explanatory of the type of data requested / it use/ storage & disposal	

**Data Breach Response and Notification Procedure:** Having identified a data breach, the Quality Manager & Directors are to be informed immediately, where by a formal Non-conformance (Refer to FLO/ISOPRO/20) will be raised and an investigation carried out and recorded. Who so ever the data belongs to must be informed immediately, with all actions required to recover the data carried out.<sup>27</sup>

27.1 Everyone within FlotechPS responsible for using personal data has to follow strict rules called ‘data protection principles’. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

27.2 As a small to medium size business GDPR applies to a limited type of document / record, the control of which is done electronically, documentation assigned GDPR status is for limited access- and must not be transmitted outside the business for any reason.

**GDPR Documentation:** Documentation containing personal data / Bank details / Individual - Personal details / Data with a sensitive content / business specific data / Supply chain information.

Where Flotech Performance Systems utilises Sub contractors to perform a service that “could” hold sensitive information, they will be required to provide evidence for the GDPR / Cyber security status (Employee payment system / Recruitment Agency)  
Individuals joining Flotech, will be required to authorise disclosure of personal bank details to the payment company.

Service Team Laptops / I.T System security: Laptops utilised for remote working are all access encrypted, however all personnel must assure safety and security to eradicate opportunities for breach of the GDPR / Business data base system.

\*FlotechPS has achieved Cyber essential certification.

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CQI  
CHARTERED QUALITY  
PROFESSIONAL

