

04/05/2018

New data protection legislation came into force in May 2018 which aims to protect people's privacy further. The new law applies to all public bodies, businesses and other organisations that process personal data. The legislation comprises the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018 and the new Data Protection Act (DPA) 2018 which will come into force around the same time. This will provide a single regulation across the European Union (EU) and place obligations on organisations that operate outside of the EU but provide goods or services to EU citizens.

Our GDPR Principles

- we will process all personal data fairly and lawfully
- we will only process personal data for specified and lawful purposes
- we will endeavour to hold relevant and accurate personal data, and where practical, we will keep it up to date
- we will not keep personal data for longer than is necessary
- we will keep all personal data secure

Our GDPR Compliance

As part of our GDPR preparation process, we have reviewed and updated all our internal processes, procedures, data systems and documentation in order to help ensure that we are GDPR compliant.

Topcon Construction Ltd will be complying with the GDPR as a controller and processor of data and have been planning and developing a programme of works which will deliver what is required by the legislation. This will involve working with our suppliers and subcontractors to ensure they can meet these obligations.

We have implemented the relevant policies and practices to ensure we protect any data handled by Topcon Construction Ltd – for its employees, customers and suppliers, specifically including the following:

- employees will be made aware of the GDPR and restrictions and obligations within it as may be relevant to them, with the relevant training provided as necessary.
- all new employees joining after the 25th May will receive awareness training as part of our induction programme

Our GDPR Actions to Date

- we have appointed a Data Protection Officer
- our internal project is maintaining a log of GDPR compliance work, which will be available to scrutiny if/when asked
- we undertook a gap analysis of all our business processes where personal data is either held or collected and produced an action plan
- we have reviewed and updated our range of policies, including our Data Protection Policy and GDPR Privacy Notice Policy
- we are updating our privacy policy on our website to incorporate our GDPR obligations
- we have introduced mechanisms to identify a potential personal data breach, how these will be investigated and reported, where necessary within 72 hours
- we are undertaking a methodical review of the personal data we store, manage, maintain, collect, process and control

- we have assessed our lawful bases for processing data to ensure all personal data is processed lawfully, fairly and transparently
- we have provided training to our employees and generally raising the awareness and importance of GDPR to our business and their individual responsibilities arising from this
- we are and will continue to look at ways of improving our systems and procedures to better comply with GDPR best practice

Contact Us

Should you require any further information about our GDPR Policies, please feel free to contact us using the details below:

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