

# **Data Protection Policy Statement (UK GDPR)**

## **2025/26 Rev A**

Our company receives and manages data provided by our employees, our business partners including our clients and third-party providers.

We are fully committed to protecting the rights and privacy of all individuals and companies who provide data to us.

In accordance with the **Data Protection Act 2018** information about our personnel, business clients and partners and other individuals will only be processed in line with established regulations. Personal Data will be dealt with in line with the requirements of the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019 (UK GDPR).

Alpha Construction processes personal data mainly on the bases of contract, legal obligation, and legitimate interests (e.g., running our business, managing projects, securing people, sites and systems). We may rely on vital interests in emergencies. We use consent for non-essential cookies, direct marketing to individuals/non-corporate subscribers, and close-up publicity images where appropriate (with easy withdrawal). For special-category or criminal-offence data (e.g., health, biometrics, safeguarding, claims), we rely on narrowly defined employment, occupational health, substantial public-interest, or legal-claims grounds with appropriate safeguards, documented in our Appropriate Policy Document and retention schedule'

Personal data will be collected, recorded and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The lawful and correct treatment of personal information is critical to our successful operations and to maintaining confidence.

### **GDPR Role Definitions**

Controller- Decides why and how personal data is processed.

Processor- Processes personal data on behalf of a controller, following the controller's documented instructions only

### **Your Data Rights & How to Use Them**

You have the right to: access your data; correct inaccurate data; erase data (where applicable); restrict or object to certain processing; withdraw consent where we rely on it; and not be subject to decisions based solely on automated processing that have legal or similarly significant effects.

**How to make a request:** Email the Managing Director with: your name and contact details; what right you wish to exercise; what data or systems this relates to (e.g., HR file, training, CCTV date/time/location); and any context that helps us locate it. If we need to confirm identity we will ask for limited ID.

**Timeframe & fees:** We aim to respond within one month (extendable by up to two months for complex requests). There is no fee unless a request is manifestly unfounded or excessive.

**Limits & exemptions:** Some rights may be limited by legal, contractual, or safety obligations (e.g., H&S records, statutory retention, legal claims). We will explain any refusal or partial response.  
CCTV & site footage: Tell us the date, time, location and any other details to help us identify you; retention is short, so please act promptly.

**Concerns or complaints:** If you are unhappy with our response, contact the Data Protection Lead first. You can also complain to the Information Commissioner's Office (ICO).

Our company at times will be bound by the requirements of Non-Disclosure Agreements and Confidentiality Agreements and it is the duty of the Directors to ensure that all employees that access information covered by such agreements abide to the conditions of the agreements.

**Data Protection Protocol (UK GDPR compliance)** is in place to enact this policy and mitigate the risk of data breach.

This policy statement, the associated Protocol and the operation of the **IMS** will be formally reviewed on an annual basis but may be updated at other times, as required.

**This statement will be made available to all interested parties, including the public.**

Tony Bamford Managing Director		October 2025
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