

# Hummerston Engineering Ltd

## Data Protection Policy

### 1. Introduction

This Data Protection Policy sets out the obligations of Hummerston Engineering regarding data protection and the rights of individuals in relation to their personal data under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

This policy applies to all employees, sub-contractors, clients, and third parties working on behalf of Hummerston Engineering.

### 2. Principles of Data Protection

Hummerston Engineering is committed to complying with the data protection principles outlined in the GDPR. Personal data must be:

- Processed lawfully, fairly, and transparently.
- Collected only for specified, explicit, and legitimate purposes.
- Adequate, relevant, and limited to what is necessary for processing.
- Accurate and, where necessary, kept up to date.
- Kept for no longer than necessary.
- Processed in a manner that ensures appropriate security.

### 3. Data Protection Officer (DPO)

Hummerston Engineering Ltd

Email: [info@hummerstonengineering.co.uk](mailto:info@hummerstonengineering.co.uk)

Phone: 07985419033

### 4. Data Collection and Processing

We keep several categories of personal data on our employees to carry out effective and efficient processes. This data is kept in a personnel file relating to the individual employee within our computer system.

The types of information we hold are:

- Personal Details: Name, Address, Date of Birth etc.
- Employment details
- CV's, References, Certificates of qualifications. Information from recruitment companies.

Hummerston Engineering will inform all individuals about the purposes for which their personal data is being processed.

Data will only be collected and processed for specified, explicit, and legitimate purposes.

## **5. Data Security**

Hummerston Engineering will implement appropriate technical and organizational measures to ensure a level of security appropriate to the risk of processing. This includes but is not limited to, keeping all personal information encrypted or password protected. If any information is copied onto a removable storage device, this should be encrypted, or password protected and kept in a lockable location.

Employees, contractors, and third parties are responsible for ensuring the security of any personal data they process. Their passwords to any data must not be passed on or shared with people who should not have them.

## **6. Data Access**

Individuals have the right to access their personal data, correct inaccuracies, request erasure, and object to processing in certain circumstances. Hummerston Engineering will respond to data subject requests within one month. To make a subject access request please contact us using the details provided below.

## **7. Data Breach Response**

Hummerston Engineering will report any data breaches to the Information Commissioner's Office (ICO) within 72 hours of becoming aware of the breach, where feasible.

Employees are required to report any potential data breaches to the DPO immediately.

## **8. Data Transfers**

Personal data will not be transferred to third parties.

## **9. Training and Awareness**

All employees will receive training on data protection and their responsibilities under this policy. As part of their induction, they will receive a copy of this policy.

## **10. Review and Revision**

This Data Protection Policy will be reviewed annually or as needed to ensure ongoing compliance with relevant legislation. Any changes to this policy will be communicated to all employees and relevant parties.

## **11. Contact Information**

For any questions or concerns regarding data protection, please contact Hummerston Engineering on [info@hummerstonengineering.co.uk](mailto:info@hummerstonengineering.co.uk)

**Chris McClinton**  
**Managing Director, Hummerston Engineering Ltd**  
**Dated: 5<sup>th</sup> January 2026**