

## PRIVACY POLICY

Safer Roadworks understands that everyone's privacy and the security of personal information is tremendously important. This policy outlines what we do with everyone's personal data, how we keep it secure, if and who, we share the information with and why, as well as your rights in relation to any information held about you.

We are registered with ICO, and our membership number is: ZB031680

This policy applies if you have any interaction with us at our business premises, on the telephone or via text message, online, social media, any mobile apps, or website or any other forms of communication.

When we refer to 'us', 'we' or 'Safer Roadworks' in this policy, we are referring to the legal entities which make up the Safer Roadworks Group of Companies, consisting of Safer Roadworks Limited, Safer Roadworks (Fleet) Ltd and Safer Roadworks (Civils and Utilities) Ltd.

Safer Roadworks fully adheres to the principles of the Data Protection Act and the General Data Protection Regulations (GDPR).

Article 5(1) of the GDPR requires that personal data should be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant, and limited to what is necessary to relation to the purpose for which they are processed.
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased, or rectified without delay.
- Kept in a form which permits identification of data sub for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical measures.

## **Why do we ask for Personal Data and how do we use it?**

For Safer Roadworks to comply with Health & Safety requirements, we will have to obtain personal data from you. This is done during the registration process with us, using either our online application process or in our office when you carry out your initial induction. You will be required to complete registration paperwork. At this stage, we would require your consent to use and store the information you have provided to us in order to assess suitability and compatibility to work within the Traffic Management Industry. Your safety and the safety of everyone else is paramount and as such this process is vital.

We will need specific information from you to make our service available to you. If you do not provide this information to us or consent to us using and sharing where relevant, then we will be unable to engage with you and provide you with the service we offer. The information we request is specific to the service we offer and is only used for its intended purpose. Information will be shared with third parties as necessary to fulfil the service.

We will only share your personal information in response to requests which do not override your privacy interests. (We will only share personal information with supply chain clients, suppliers and partners who have a legitimate interest in your personal information).

## **What sort of personal information do we hold?**

Personal information that you provide to us, some examples are:

- Your name
- Your address
- Date of birth
- Telephone numbers
- Email address
- Next of kin
- Qualifications
- Medical history
- Any communication collected via telephone, email, post, mobile apps, or when you communicate via any social media platforms.

## **How long do we keep your personal information for?**

We will keep your personal information for the purposes mentioned in this policy and in accordance with the law and regulations. We will never retain your personal information for longer than is necessary. In most cases, our retention period will come to an end 2 years after the end of your relationship with us. However, in some cases we are required to hold personal information for up to 7 years following the end of your relationship with us.

## Employment responsibilities

Employees are responsible for:

- Checking that any personal data that you have provide to Safer Roadworks is accurate and up to date.
- Keeping up to date and informing the Safer Roadworks of any changes to information which they hold, for example changes of address or telephone numbers.
- Checking any information that Safer Roadworks sends to you, giving details of information that is being kept and processed.

## How do we keep your data secure?

We take protecting your personal information very seriously and are continually developing our security system and processes. Some of the controls we have in place are:

- By limiting and restricting the access to our offices.
- Only allow user access to our systems, to only those that we believe are entitled, with legitimate reason, to be there.
- We keep data is stored in a cloud-based system which is GDPR compliant or in locked and secure filing cabinets.

## Your rights to access the information we hold:

You have different rights under the GDPR legislation which, in certain circumstances, you may be able to exercise in relation to the personal data hold about you.

- Right of access – to request access to your personal information and information about what we do with it.
- Right to rectification – to have your personal information corrected.
- Right to erasure (also known as the right to be forgotten) – to have your personal information removed.
- Right to restriction of processing – to restrict processing of your personal information.
- Right to data portability - to electronically move, copy or transfer your personal information in a standard form.
- Right to object - to object to processing of your personal information.

For more information on data subject rights please see the information on [www.ico.org.uk](http://www.ico.org.uk) If you are looking to exercise any of these rights, please contact us using the details in the “how to contact us” section below. Please note, that we will need to verify your identity before we can fulfil any of your rights under data protection law. This helps us to protect the personal information belonging to you against fraudulent requests.

## How to contact us:

If you would like to exercise any of your rights as set out in the “Your rights to access the information we hold” section above, or if you have any queries or a complaint about this policy, or the way your personal information is processed, please contact us using the details as follows:

Safer Roadworks  
Riccall Airfield Industrial Estate,  
Market Weighton Road,  
Selby,  
North Yorkshire,  
YO8 5LD.

Telephone: 0330 133 4117

Email for data requests: [datarequests@safer-roadworks.co.uk](mailto:datarequests@safer-roadworks.co.uk)

Email for general or policy enquires: [enquiries@safer-roadworks.co.uk](mailto:enquiries@safer-roadworks.co.uk)

You also have the right to lodge a complaint with the UK regulator, the Information Commissioner’s Office (ICO). Go to: [www.ico.org.uk](http://www.ico.org.uk) to find out more information.

Safer Roadworks monitors the effectiveness and reviews the implementation of this policy every 12 months, considering its suitability, adequacy, and effectiveness. Any improvements identified are made as soon as possible. All personnel are aware that they are responsible for the success of this policy and should ensure they use it to disclose any wrongdoing.