

DOCUMENT POLICY 23

CUSTOMER PRIVACY POLICY GDPR

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our Customers and Suppliers, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former customers and suppliers.

A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures

B) COLLECTING YOUR DATA

You provide several pieces of data to us. The information that may be processed will be:

- Personal and contact details, such as title, full name, address and contact details (email and telephone numbers)
- Company details, such as office and/or site address, phone number, email address
- Records of your contact with us such as via telephone, website, email and post correspondence
- Information which we obtain from a credit reference agency including public and shared credit history, financial situation and financial history.

In some cases, we will hold data about you from third parties which is pertinent to the services we provide.

C) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. In the main, we process your data in order to comply with legitimate interest in order to effectively manage the contract we have with you.

D) FAILURE TO PROVIDE DATA

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract with you. This will include being unable to offer our services.

E) PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

F) MONITORING

BdR may gather data in order to monitor its' performance and/or business operations where permitted by law. This data may be shared with employees for the purposes of improving performance and/or Company procedures. The data may also be shared with external organisations when legally obliged to do so.

G) Retention

You have the following rights in relation to the personal data we hold on you:

- We will hold data for as long as we have reasonable business needs, such as managing our relationship with you and our operations.
- For as long as we provide and/or are provided with goods and/or services
- Retention periods in line with legal and regulatory requirements or guidance

H) CONSENT

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

I) WHO TO CONTACT

BdR have appointed two Data Compliance Officers. If you have any queries regarding this policy please contact us on :

Deirdre Dugay
deirdre@bdr.uk.com

Date of Review: 08-07-2025
Next Review: 08-07-2026

Signed

Shaun Best
Managing Director



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Illegal Workers Policy Document

Introduction

It is BdR's policy that all recruitment and selection processes are carried out fairly and in accordance with current employment legislation. Our aim is to recruit the most suitable person for every vacancy. In line with sections 15 to 25 of the Immigration, Asylum & Nationality Act 2006, we are committed to maintaining the correct processes to ensure all prospective applicants and employees are legally permitted to work in the UK. This policy sets out the process followed in ensuring compliance with the applicable legislation. The procedure outlined applies to all employees and prospective employees.

Equal Opportunities

BdR is committed to the principles of equal opportunities and believes all prospective and existing employees have the right to be treated with dignity and respect. Therefore, all applicants will be treated fairly and equally with regard to protected characteristics. Protected characteristics relate to: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, sexual orientation.

Care will be taken to ensure that job descriptions and person specifications do not include any requirements that cannot be justified, and interviews will be structured to avoid any potentially discriminatory questions.

In addition, the Company will consider whether roles can be worked on a part-time, job-share or flexible basis.

For further information on this please refer to the Company's Equality, Diversity and Inclusion Policy.

Process For Preventing Illegal Working

The Company is committed to ensuring no one is employed without the legal right to work in the UK. Therefore, all offers of employment are subject to applicants providing us with either the required original right to work document or the information necessary to carry out a check using the online Home Office right to work checking system. Applicants will be informed of this during the interview stage and advised further of this condition during the verbal and written offer stage.

All documents provided as proof of right to work will be verified by a manager in person, with a signed and dated copy stored within our Company HR system. These documents will be kept on file for a minimum of two years after the employee has left the Company.

Acceptable Documentation proving Right to Work in the UK

Acceptable right to work documentation will vary based on individuals' nationality and type of permission to work in the UK.

All employees and prospective employees should refer to the Home Office guidance for clarity regarding acceptable right to work documentation.

Data Protection

The Company processes personal data collected during recruitment and selection processes in accordance with its Data Protection Policy. This data is held securely and will only be accessed by or disclosed to those individuals who are required to do so for the purposes of managing recruitment processes.

Date : 08-07-2025

Next Review Date: 08-07-2026

Signed



Shaun Best
Managing Director