Data Protection and Retention Policy

R N Wooler & Company Limited is committed to complying with the law and regulation in all our business activities, including applicable data protection laws. R N Wooler complies with the EU Regulation 2016/679 General Data Protection Regulation 2018 ("GDPR") and this policy sets out our obligations regarding the retention of personal data that we collect, hold and process, in accordance with the General Data Protection Regulation (GDPR).

To ensure fair, processing, personal data will not be retained by us for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed.

The length of time for which we need to retain personal data takes into account the legal and contractual requirements, both minimum and maximum, that influence the retention periods set out in this policy and furthermore in our data registers.

In addition to safeguarding the rights of data subjects under GDPR, we will ensure that we do not retain excessive amounts of personal data.

When the data held in accordance with our Data Protection Policy is destroyed, we will ensure that the data is destroyed securely and that we preserve the confidentiality of all personal data.

This policy applies to all personal data held by us. For further information on other aspects of data protection and compliance with GDPR, please refer to our Data Protection Policy.

Personal Data we hold

In order to carry out our business, we hold data in relation to personal details such as:
- Names
- Addresses
- Telephone numbers
- Email addresses
- Employment details
- Education and qualification history
- Health Information (where necessary)
- Financial details

In order to carry out our business we handle personal data from a range of individuals. This includes:
- Staff
- Suppliers
- Subcontractors
- Consultants and other professional experts
- Former and potential members of staff
- Business or / other contacts

Any disclosures of personal data are always made with the necessary security controls in place. Information is only shared with those organisations who have a need to know, and with the consent of the individual concerned where appropriate.

Data Disposal

Upon the expiry of the data retention periods set out within this policy and our data registers, or when a data subject exercises their right to have their personal data erased (if appropriate), personal data shall be deleted, or otherwise disposed of as follows:

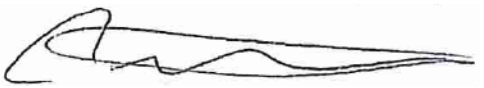
- Personal data stored electronically shall be deleted
- Special category data stored electronically shall be deleted in a way which cannot be restored.
- Personal data stored in a hardcopy form shall be shredded and recycled securely
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Category of Data & Maximum Retention Period

Company documents including accounting records: 7 years
Formal company documents: Indefinitely
Company meeting minutes: 10 years
Tax and accounting records: 7 years
Payroll and salary records: 7 years
HR and employment records: 7 years
Medical and safety records (Accidents books, records, reports, First aid, fire warden, and health and safety training, COSHH records, work permits, method statements and risk assessments): 30 years
Legal file, contracts, agreements, correspondence and records: 7 years
CCTV: 60 days
Working time including timesheets, overtime records and other documents relating to working time: Throughout employment and 2 years after leave date

The Data Protection and Retention Policy shall be reviewed annually by the Company Directors of R N Wooler & Co Ltd.

This policy statement will remain valid until 13.08.2027

Signed: 

Name: Andrew Wooler

Position: Director