

Data Protection and GDPR Statement

Force Contracts Ltd operate as a HVAC business and therefore collects essential data from employees and clients so we are required to comply with GDPR regulations and the Data Protection Act 1998.

The data we collect and store is for specified, explicit and legitimate purposes e.g. to pay an employee or invoice a client; and we do not further process that information or pass it on.

All data is adequate, relevant and not excessive.

All information gathered and kept is limited to statistical or historical purposes such as financial information that is required to be kept for a specific period of time by law.

All data is accessed from within the EEA.

Appropriate technical and organisational measures are in place to prevent unauthorised or unlawful processing, loss, damage or destruction to maintain the integrity and confidentiality of data.

Data stored electronically is encrypted and password protected including information through our CRM systems, servers and wifi; our storage is Cloud based and back up is completed every 24 hours.

None of our processing decisions are made automatically.

Any data breach would be identified and actioned immediately by our IT security.

Paper copies of information is stored under lock and key and within restricted areas of the office with access only available to the management team. Hard copies are destroyed by shredding and confidential waste disposal.

All employees are notified of their responsibilities for information security in their terms and conditions of employment and this includes revoking of rights of access after termination of employment.

All employees and clients have the right to request access information held and the rights of rectification, objection, restriction, erasure and data portability to another provider within 7 days.

We are ICO registered our reference is ZA309537.

Signed: 
Claire Archer, Finance Manager

Date:
18.10.22