



### **Data Protection Policy and Privacy Notice Policy**

The Managing Director is responsible for ensuring the East Kirkby Engineering Company Limited has effective Data Protection.

The [Data Protection Act 2018](#) controls how your personal information is used by organisations, businesses or the government.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

East Kirkby Engineering Company Limited will promote responsible handling of personal data through communication and training. This includes making all individuals aware of how to report a data incident or breach. We are committed to protecting every person who has any involvement with East Kirkby Engineering Company Limited, protecting them from harms that can arise from misuse of personal data.

East Kirkby Engineering Company Limited are committed to ensuring that any data collected, used or stored for business purposes complies with the requirements of General Data Protection Regulation. East Kirkby Engineering Co Limited will ensure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

#### **Your rights**

Under the Data Protection Act 2018, all parties have the right to find out what information we store about you/them. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

#### **East Kirkby Engineering Company Limited's Data Controller responsibilities are:**

- What information is being collected
- Who collects it
- How it's collected
- Why it's being collected

East Kirkby Engineering Company Limited is a private limited company registered in England and Wales. Registration number: 4125935. Registered office: Avocet House, Bittern Way, Riverside Industrial Estate, Boston, Lincolnshire PE21

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- How it will be used
- Who it will be shared with
- How it is protected
- What will be the effect of this on the individuals concerned
- If the intended use is likely to cause individuals to object or complain
- What personal information is being collected:

### East Kirkby Engineering Company Limited collect and retain the following information

(Not all will be applicable to every individual):

- Company name
- Contact names
- Contact address
- Telephone numbers
- Contact Email addresses
- Subcontract documentation
- Invoices
- Company Bank Details
- CVs

East Kirkby Engineering Company Limited are committed to ensuring that your privacy is protected. Our privacy policy is designed to inform you about the information we collect, how we use it, and your options about certain uses of information.

### Our commitment to user privacy and data protection

East Kirkby Engineering Company Limited is committed to meeting the highest standards of data protection to provide the best service to our contacts.

East Kirkby Engineering Company Limited will tell [employees and](#) our contacts exactly how we will use and store their data, not use it for any purpose other than the ones we have consent for and take all reasonable steps to ensure their data is stored and transferred securely.

East Kirkby Engineering Company Limited is committed to respecting the [personal data supplied to us](#).

With consent, we may contact by post, telephone or email and share this information with pre-agreed third parties to provide information about other services and products that we think might be of interest.

If you think any information we hold about you is incorrect you should notify us at [caroline@ekeng.co.uk](mailto:caroline@ekeng.co.uk). Any information which is wrong will be corrected immediately.

### Processing of Personal Data

East Kirkby Engineering Company Limited GDPR guidelines define how customer, supplier and employee and other data subjects personal data are processed.

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### Protecting Information

East Kirkby Engineering Company Limited will actively protect all their information systems (including computers, mobile devices, networking equipment, software and data) to mitigate risks associated with theft, loss, damage and abuse. East Kirkby Engineering Company Limited will provide a safe and secure environment for staff and authorised users, through privacy by design.

### Risk Management

All PC's, Mobile Devices, Tablets, Laptops, networks, software are all password protected. Regular password updates will be monitored and carried out.

### Security Incident Management

East Kirkby Engineering Company Limited has procedures for managing security incident. Security breaches are reported to the Directors immediately.

### Security Breaches

Acting against or failure to comply with the cyber security policy and applicable guidelines and instructions shall be considered and sanctioned as a security breach and will be subject to disciplinary action.

### Personal information EKE website

East Kirkby Engineering Company Limited will not collect any personal information from the website.

When visiting [www.ekeng.co.uk](http://www.ekeng.co.uk), you will be asked to consent to our use of cookies. Cookies are simple text files that a site saves to your computer or mobile device using your website browser. Only that server will be able to retrieve or read the contents of that cookie and each cookie is unique to your web browser.

East Kirkby Engineering Company Limited do not use cookies to store sensitive information, such as your name, address or other details.

### Data Protection Officer

Our Data Protection Officer's contact information is: [caroline@ekeng.co.uk](mailto:caroline@ekeng.co.uk)

Signed:

A handwritten signature in blue ink, appearing to be 'J. [unclear]', written over a horizontal line.

Managing Director

on behalf of East Kirkby Engineering Company Limited

Date: **16<sup>th</sup> June 2025**

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