

# JN Compliance & Safety Solutions Ltd

## UK GDPR & Data Protection Policy



### 1. Policy Statement

**JN Compliance & Safety Solutions Ltd** is committed to protecting all personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. We collect only the minimum data required, process it lawfully and fairly, and store it securely using appropriate technical and organisational measures. We ensure transparency, accuracy, confidentiality and accountability in all data-handling activities.

### 2. Scope, Purpose & Privacy

This policy applies to all personal data processed by **JN Compliance & Safety Solutions Ltd**, including:

- Clients and landlords
- Tenants (where compliance services require access to tenancy information)
- Employees and subcontractors
- Suppliers and business contacts
- Website and social media users.(once.the.website.is.launched)

The purpose of this policy is to ensure that all personal data is handled in a way that protects privacy and meets legal requirements.

### 3. Responsibilities

#### Director

- Ensures overall compliance with **UK GDPR**.
- Approves policies, procedures and annual reviews.

#### Compliance Manager / Data Lead

- Manages data storage, access, retention and disposal.
- Maintains Records of Processing Activities (**ROPA**).
- Oversees breach reporting and investigation.
- Ensures privacy notices and consent processes are accurate and up to date.

#### Employees & Subcontractors

- Follow all data protection procedures and training.
- Handle personal data responsibly.
- Report suspected breaches immediately.

### 4. UK GDPR Principles

**JN Compliance & Safety Solutions Ltd** follows the seven principles of **UK GDPR**:

1. **Lawfulness, fairness and transparency**
2. **Purpose limitation**
3. **Data minimisation**
4. **Accuracy**
5. **Storage limitation**
6. **Integrity and confidentiality**
7. **Accountability**

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### 5. Security & Confidentiality

We protect personal data using a combination of technical and organisational measures, including:

- Encrypted digital storage
- Password-protected systems
- Secure cloud platforms
- Restricted access for authorised personnel only
- Locked physical storage where applicable
- Regular security reviews and updates

These measures ensure data is protected from unauthorised access, accidental loss or damage.

### 6. Data Classification

We classify data to ensure it is handled appropriately:

- **Personal data** – names, contact details, property information
- **Special category data** – processed only when necessary (e.g. health information for risk assessments)
- **Confidential business data** – compliance reports, contractor information, internal documentation

Each category has specific handling, storage and retention requirements.

### 7. Identity & Access Control Policy

Access to personal data is restricted based on job role and necessity.

#### Controls include:

- Unique user accounts
- Strong password requirements
- Two-factor authentication (where available)
- Access logs and monitoring
- Immediate removal of access when staff leave the business

### 8. Compliance Requirements

We comply with all relevant legislation, including:

- UK GDPR
- Data Protection Act 2018
- ICO guidance
- Industry-specific compliance requirements (e.g. landlord safety documentation, contractor records)

We maintain documentation to demonstrate compliance, including training records, breach logs and **ROPA**.

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### 9. Staff Training

All staff receive training covering:

- Password security procedures
- Secure browsing habits
- Workplace social media policy
- Environmental controls (verifying contractors, avoiding shoulder-surfing, logging out of systems)
- Data management and privacy (secure collection, handling, storage and retrieval of personal data)
- Understanding data classification and confidentiality levels
- Legal responsibilities under **UK GDPR**

Training is refreshed annually or when legislation changes.

### 10. Data Collection

We only collect data necessary for delivering compliance services, such as:

- Client and landlord contact details
- Property information
- Compliance documentation
- Tenant details.(where.required.for.safety.checks)

Data is collected lawfully, fairly and transparently.

### 11. Data Storage & Retention

Data is stored securely using encrypted systems and secure cloud platforms. Retention periods are based on:

- Legal requirements
- Contractual obligations
- Business needs

Data is deleted or anonymised when no longer required.

### 12. Data Sharing

We may share data with:

- Accredited assessors
- Certification bodies
- Legal authorities (if required)
- Subcontractors working under confidentiality agreements

We never sell personal data.

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### 13. Privacy Notice

Our privacy notice (published on the website once launched) includes:

- Company contact details
- Lawful basis for processing
- Types of data collected
- How data is used
- Who data is shared with
- Retention periods
- Rights of individuals
- Complaints process (**ICO**)
- Whether automated decision-making is used (currently none)

### 14. Subject Access Requests (SARs)

Individuals have the right to request access to their personal data. Requests will be:

- Acknowledged promptly
- Completed within **30 days**
- Logged and recorded
- Provided free of charge unless excessive or repetitive

### 15. Children's Data

**JN Compliance & Safety Solutions Ltd** does not routinely process children's data. If this changes, parental consent will be required for anyone under 13, and additional safeguards will be implemented.

### 16. Data Breach Management

All suspected data breaches must be reported immediately. We follow a structured process:

1. Identify and contain the breach
2. Assess risk and impact
3. Notify affected individuals (if required)
4. Report to the ICO where legally required
5. Record the incident and corrective actions

### 17. Review & Approval

This policy will be reviewed annually or sooner if legislation changes.

Signed:

**Director – JN Compliance & Safety Solutions Ltd**

**Date:** May 2026

**Review:** Annual