

ENGINEERED SYSTEMS (ELECTRICAL) LTD
Unit 1 Waterside Industrial Park, Waterside Road,
Leeds, LS10 1RW

GENERAL DATA PROTECTION REGULATION POLICY

PURPOSE:

ENGINEERED SYSTEMS (ELECTRICAL) LTD are fully committed to compliance with the requirements of the General Data Protection Regulations (GDPR) and follow procedures that aim to ensure their employees, suppliers and contractors who have access to any personal data held by, or on behalf of the company are fully aware of, and abide by, our duties and responsibilities.

SCOPE:

ENGINEERED SYSTEMS (ELECTRICAL) LTD regards lawful and correct treatment of personal data as very important to operating successfully and maintaining confidence between companies we conduct business with. Any personal (especially) sensitive personal data must be handled and dealt with properly, however it is collected, recorded and used, and whether it is on paper, on computer or by any other means.

CONTROL MEASURES:

• Personal data must be processed lawfully, fairly and in a transparent manner in relation to individuals. When personal data is processed, it must be in conjunction with at least one of the following lawful bases:

Consent
The individual has given clear consent to process their personal data for a specific purpose.
Contract
The processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract.
Legal obligation
The processing is necessary for us to comply with the law (not including contractual obligations).
Vital interests
The processing is necessary to protect someone's life.
Public task
The processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
Legitimate interests
The processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

• Personal data shall be collected for specified, explicit and legitimate purposes and shall be adequate, relevant, and limited as necessary in relation to the purposes which they are processed. Personal data shall not be further processed in a manner that is incompatible with those original purposes; further processing for archiving purposes in the public interest, scientific/historical research or statistical purposes are considered compatible with the initial purposes.

• Personal data shall be accurate and, where necessary, up to date; every reasonable step must be taken to ensure any personal data which is inaccurate, regarding the purposes for which it is processed, is erased/rectified without delay.

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- Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods in so far as the personal data will be processed solely for archiving purposes in the public interest, scientific/historical research or statistical purposes subject to implementation of the appropriate technical and organizational measures required by GDPR in order to safeguard individuals rights and freedoms.
- Processed in a manner that ensures appropriate security of personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

CONSEQUENCES OF NON-COMPLIANCE:

Where an employee commits a clear breach of company rules relating to this policy, action will be taken under our disciplinary procedures as appropriate.

Signed by the Executive Responsible for Data Protection:



Michael Keith
Managing Director
Date: 28th August 2025