



DERBYSHIRE CONTRACTING SERVICES LIMITED

Groundwork, Tarmac and Paving Specialist

Email: enquiries@DCS-Limited.co.uk Website: www.DCS-Limited.co.uk

General Data Protection Regulation (GDPR) Supplier Guidance Instruction

Introduction

From 25th May 2018, The General Data Protection Regulation (GDPR) will become enforceable. This has been introduced by The European Union, who has taken a monumental step in protecting individual rights regarding data privacy. Derbyshire Contracting Services Ltd will require all suppliers to work in accordance with the General Data Protection Regulation. This is to safeguard the privacy of individuals who provide Derbyshire Contracting Services Ltd with personal information. The compliance encompasses any activities carried out or on behalf of Derbyshire Contracting Services Ltd by third party suppliers.

As part of Derbyshire Contracting Services Ltd commitment to GDPR compliance, Derbyshire Contracting Services Ltd has ensured that all third-party suppliers approach the GDPR in a vigorous and unflinching manner in the management and security of personal data.

These requirements take the relevant data protection legislation into account, including but not limited to:

- Data Protection Act 1998;
- Regulation 2016/679 of the European Parliament and of the Council of the European Union of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and the repealing Directive 95/46/EC, and any successor laws arising out of the withdrawal of a member state from the European Union (General Data Protection);
- Privacy and Electronic Communication (EC Directive) Regulations 2003 (SI2003/2426)

Guidelines

For the purpose of this document and our continuing relationship, Derbyshire Contracting Services Ltd will be classified as the data controller, you as the supplier will be the data processor, under GDPR regulations.

Where used, the terms in reference to "data subject", "personal data", "data controller", "process", "data processor" and "supervisory authority" will bear their corresponding meanings specified in the General Data Protection Regulation.

Processing personal data

By providing Derbyshire Contracting Services Ltd with your products or services, you as the supplier, have agreed to enter into a contractual agreement with Derbyshire Contracting Services Ltd. This will encompass collecting and delivering products to, or on behalf of Derbyshire Contracting Services Ltd. As part of our GDPR compliance, you will ensure that any supporting and/or secondary data processing activities, shall;

- Carry out the processing of personal data strictly in accordance with our documented policies and procedures in place, in accordance with GDPR.
- Process personal data only on accepted instructions from the controller.
- Take appropriate security measures when processing personal data
- Only disclose or allow access to personal data to our employees or third parties who have had relevant training in data protection and security, integrity and confidentiality of personal data;
- Only use that data for the purpose of their job function; Will only process the data on strict instructions from Derbyshire Contracting Services Ltd the controller;
- Inform the controller of any requests from data subjects, who are exercising their rights under the data protection act. We will assist with providing all the relevant information, under obligation of the General Data Protection Act;

Security measures

Derbyshire Contracting Services Ltd will implement and maintain, taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, applicable technical and organisational procedures to ensure a level of security appropriate to the risk.

This may include but is not limited to;

- The pseudonymisation and encryption of personal data;
- The ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- The ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- A process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

Our Obligations

Loss or damage of data

If any personal data in the control of your organisation is rendered unusable, lost or corrupted, for any reason, you will contact Derbyshire Contracting Services Ltd and promptly, restore the personal data back to its original state, using up to data backups and disaster recovery methods.

Termination of service

If Derbyshire Contracting Services Ltd terminate your services, you will immediately begin your implemented process of collating Derbyshire Contracting Services Ltd data in a machine readable format. You will arrange for the safe return of the data, or destroy the data, depending on the strict instruction given to you by Derbyshire Contracting Services Ltd. You may refuse this service if the European Union, Member state and/or UK law requires access to the storage of Derbyshire Contracting Services Ltd personal data.

Personal data breach

A personal data breach means a breach of security leading to the unintentional or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

In the event of a data breach, you shall notify Derbyshire Contracting Services Ltd without undue delay after becoming aware of a personal data breach. You will provide the nature of the personal data breach, including the approximate number of data subjects involved, number of personal data records compromised, and time taken place. From this point it is then Derbyshire Contracting Services Ltd responsibility as a controller to notify the data subject of the breach. You will provide the data subject, if instructed to do so by Derbyshire Contracting Services Ltd, with as much information as possible. You will notify Derbyshire Contracting Services Ltd, no later than 72 hours after becoming aware of a breach.

At Derbyshire Contracting Services Ltd we take into consideration not all data breaches will require reporting, though, you will ensure your processes reduce the risk of internal data breaches (own employees) where practical as possible.

Supervisory authorities

Derbyshire Contracting Services Ltd will immediately notify you upon receiving a notice from any regulatory or government body, including the Information Commissioner and any supervisory authority, which directly or indirectly relates to the processing of your personal data. We shall cooperate with any relevant European Union or Member State supervisory authority.

Transfer of personal outside of the EU

You will only process data to third party organisations under strict guidelines from Derbyshire Contracting Services Ltd. You will ensure safeguards are in place to protect human rights and fundamental freedoms of data subjects, there are binding corporate rules in accordance with the GDPR, have approved codes of conduct in place and adhere to a standard of data protection clauses adopted by the Information Commissioner.

- Derbyshire Contracting Services Ltd use Google, for the sole purposes of posting product content & images, videos, company news, case studies, blog

articles and online discussions, for our customers and suppliers to freely view. We do not use social media platforms to obtain, store or distribute personal data.

Documentation

You will keep all documentation, where relevant, up to date and under the guidelines of the General Data Protection Regulation. Where necessary, you will provide Derbyshire Contracting Services Ltd with documentation, relating to management system policies.