

Sherrington Lifting Services Limited

Data Protection, GDPR & Privacy Policy - 2026

**Our Office
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Data Protection, GDPR & Privacy Policy

Introduction

Sherrington Lifting Services Limited is dedicated to securing and protecting personal information. We comply with all applicable data protection laws, including the General Data Protection Regulation (GDPR). This policy serves as a commitment to privacy and data protection for all stakeholders.

Scope

This policy pertains to all personal data processed Sherrington Lifting Services Limited, including data regarding employees, clients, suppliers, and third parties involved in our operations.

Data Protection Principles

We adhere to the GDPR principles for data protection, ensuring personal data is:

Processed lawfully, fairly, and transparently.

Collected for specified, explicit, and legitimate purposes.

Adequate and relevant, limited to necessary data only.

Accurate and kept up to date.

Stored only as long as necessary.

Protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.

Roles and Responsibilities

Data Protection Officer (DPO): Oversees data protection strategy and compliance.

Employees: Handle data in line with training and policy directives.

IT Management Firm: Manages IT data infrastructure, security firewalls, and other protective measures to ensure data integrity and protection.

Lawful Basis for Processing

We process personal data based on consent, contractual necessity, legal obligations, vital interests, public tasks, or legitimate interests, ensuring transparency and legal compliance.

IT Data and Security Management

We have engaged a reputable external IT firm to manage our data infrastructure.

Security measures include robust firewalls, intrusion detection, and prevention systems to safeguard data integrity and privacy.

Regular audits and assessments are conducted to ensure the effectiveness of our IT security measures.

Data Protection Training for Staff

All staff members receive comprehensive data protection training to understand their responsibilities in handling personal and sensitive data. Training is updated regularly to reflect changes in law and best practices.

Handling Sensitive Material and Data

Strict access controls are in place to ensure that sensitive data is only accessible to authorised personnel.

Sensitive material is processed and stored in accordance with the highest data protection standards.

Procedures are in place for the secure disposal of sensitive information.

Data Subject Rights

Individuals have rights to access, correct, delete, and restrict processing of their personal data, and we are committed to upholding these rights in a timely fashion.

Data Retention and Erasure

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, and we have procedures in place for the secure erasure of data when it is no longer required.

Data Breach Response

In the event of a data breach, we have a response plan to promptly address security vulnerabilities, notify affected individuals, and report to relevant authorities in accordance with GDPR requirements.

Privacy Notice Inclusions

Our Privacy Notice, made available to data subjects, includes detailed information on:
Contact details of Sherrington Lifting Services Limited and the DPO.

Purposes and legal basis for data processing.

Recipients of personal data.

Information regarding international data transfers.

Data retention periods.

Description of data subjects' rights.

Procedure for lodging complaints with supervisory authorities.

Compliance and Review

This policy, including all its procedures and related measures, will be reviewed at least annually or following significant changes to ensure ongoing compliance with the GDPR and other relevant data protection laws.

Signed - Johnathan Sherrington - Director

