

GDPR Policy

Bailey CW Ltd is committed to the protection of personal data of both staff and its business partners. This policy follows GDPR provisions, and the organisation comply with all current legislation. The Organisations top management has overall responsibility for the day-to-day implementation of this policy. Being transparent and providing accessible information to individuals about how we will use their personal data is important for our organisation. Our

Organisation will process personal data fairly and lawfully and with their consent in accordance with individuals' rights. Where our Organisation processes sensitive personal data, we will require the data subject's explicit consent to do this unless exceptional circumstances apply, or we are required to do this by law. Our Organisation will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. Individuals have the right to ask that our organisation correct inaccurate personal data relating to them. All staff will take reasonable steps to ensure that their personal data held by our Organisation is accurate and up to date. All staff will keep personal data secure against loss or misuse and we will retain personal data for no longer than is necessary. Bailey CW Ltd will ensure the following:

- Data stored on printed paper, should be kept in a secure place where unauthorised personnel cannot access it.
- Printed data will be shredded when it is no longer needed.
- Data stored on a computer is password protected.
- Data stored on CDs or memory sticks must be locked away securely when they are not being used.
- The IT Manager will need to approve any company cloud storage.
- Servers containing personal data must be kept in a secure location, away from general office space.
- Data is regularly backed up in line with the company's backup procedures.
- Servers containing sensitive data will be approved and protected by security software and firewalls.

All data is maintained in accordance with UK legislative requirements.

We will process personal data in compliance with the recognised principles of data protection.

Top Management will ensure all staff observe this policy.

Our Organisation takes compliance with this policy seriously. Failure to comply will put both our staff and the organisation at risk. Staff who fail in this may be subject to disciplinary action.



Group Managing Director
Paul Martin

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Bailey CW Limited

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