



# Privacy Policy

## 1. Policy Statement

At GR Electrical Services Limited, we are committed to delivering excellent services while prioritising safety, fairness, and professionalism. We value the privacy of our staff, customers and suppliers and we are dedicated to managing personal data in a lawful, ethical and transparent manner in accordance with the UK General Data Protection Regulation (UK GDPR).

As a data controller, we process personal data for various legitimate business purposes, including but not limited to:

- Recruitment and payment of staff
- Day-to-day purchasing and sales of goods.
- Making or receiving of payments
- Responding to submissions or information requests.
- Handling correspondence, feedback, or complaints.
- Complying with legal obligations and regulatory regulations.

We ensure that personal data is collected fairly, stored securely, and not disclosed unlawfully. Our Employees and third-party service providers are expected to process only the data necessary for legal, regulatory, or legitimate organisational purposes.

Non-compliance with data privacy legislation can result in harm to individuals, regulatory penalties, and reputational damage. Therefore, we maintain a standardised and accountable approach to privacy protection, including documentation to demonstrate compliance.

This Policy is reviewed annually and updated as necessary to ensure ongoing suitability and effectiveness.

**Directors Board**  
**GR Electrical Services Limited**

A handwritten signature in blue ink, appearing to read 'D. Storr', is placed over a light blue rectangular background.

**Dave Storr**  
**Operations Director**  
**Date 12.06.2025**

## 2. Scope

This Privacy Policy applies to the processing of personal data by GR Electrical Services of employees, including that of employees, customers, suppliers and other third parties.

Personal data refers to any information relating to an identified or identifiable individual. Sensitive personal data (e.g. health, ethnicity, political beliefs, or criminal records) is subject to stricter controls.

## 3. Golden Privacy Rules

We follow ten core principles when processing personal data:

- 1) **Compliance:** All processing must comply with this policy and applicable data protection laws.
- 2) **Purpose Limitation:** Data must be collected for specific, legitimate business purposes.
- 3) **Data Minimisation:** Only the minimum necessary data should be collected and accessed.
- 4) **Accuracy:** Data must be kept accurate, complete, and kept up to date.
- 5) **Confidentiality:** Data must be stored securely and protected from unauthorised access or loss.
- 6) **Breach Reporting:** All suspected data breaches must be reported immediately.
- 7) **Transparency:** Individuals must be informed about how their data is used.
- 8) **Third-Party Agreements:** Data Sharing with third parties requires a data protection agreement.
- 9) **Respect for Rights:** Individuals rights to access, correct, restrict, or delete their data must be upheld
- 10) **Privacy Risk Assessment:** Privacy risks must be assessed before launching new processes or systems.

## 4. Our Privacy Approach

GR Electrical Services is committed to handling data fairly, lawfully, and transparently. We are responsible for determining how personal data is used and ensuring compliance and data protection

All staff are responsible for safeguarding personal information and preventing unauthorised disclosure.

## 5. How We Collect Personal Data

We collect personal data through:

- **Direct interactions:** e.g. forms, emails, phone calls or correspondence. This may include names, contact details, and bank information. Health data may be collected via third party such as Northern Safety Ltd.
- **Automated technologies:** e.g. cookies, server logs, and analytics tools. (See Internet Privacy & Cookie Policy HR731)
- **Third parties and public sources:** e.g. Companies House, background check providers and analytics services.
- **Surveillance:** CCTV is used on our premises for safety and security. All footage is processed in compliance with data protection laws.

## 6. How We Use Your Information

We process personal data for the following purposes:

- Recruitment and verifying right to work
- Delivering services and customer support
- Improving service quality
- Fulfilling legal and regulatory obligations
- Internal compliance and record-keeping
- Marketing and maintaining client relationships
- Health and safety monitoring
- Supporting audits, investigations, or regulatory enquiries

We rely on legitimate interests where appropriate, ensuring that our interests do not override your rights.

## 7. Social Media, Promotional Material & Publications

We may use your personal information, including photographs, video footage, and quoted statements taken at organised events or on-site, for internal and external communications. This may include:

- Company newsletters
- Social media platforms
- Website content
- Marketing and promotional materials

Where required by law, we will obtain your consent before using such materials. You may opt out at any time by contacting us.

## 8. To Whom We Disclose Your Information and How We Keep It Secure

We use your personal information solely for internal business purposes. We do not sell your personal data to third parties.

However, we may disclose your information to trusted third parties, including:

- Service providers and IT/email support services
- Regulatory bodies (e.g. HMRC)
- Legal advisors, accountants, and actuaries
- Site security and access control providers

We have implemented appropriate physical, technical, and organisational safeguards to protect your personal data. Access is restricted to employees, agents, and contractors who need it for legitimate business purposes and are bound by confidentiality obligations.

While we take all reasonable steps to protect your data, no system is completely secure, and we cannot guarantee absolute protection.

## 9. Data Retention - How Long We Keep Your Information

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, or as required by law. Once no longer needed, your data will be securely deleted or returned in accordance with applicable regulations.

## 10. Accessing Your Personal Information

You have the following rights under applicable data protection laws:

1. **Subject Access:** Request details and copies of your personal data.
2. **Withdraw Consent:** Withdraw consent at any time by contacting:
  - ✉ [heather@gr-electrical.co.uk](mailto:heather@gr-electrical.co.uk)
  - ✉ [anita@gr-electrical.co.uk](mailto:anita@gr-electrical.co.uk)
3. **Data Portability:** Request transfer of your data to another organisation.
4. **Rectification:** Request correction of inaccurate or incomplete data.
5. **Erasure (Right to be Forgotten):** Request deletion of your data in certain circumstances.
6. **Restriction of Processing:** Request limited use of your data in specific situations.
7. **Object to Processing:** Object to certain uses, such as direct marketing.
8. **Prevent Automated Decision-Making:** Object to decisions made solely by automated means.

## 11. Security and Confidentiality

GR Electrical Services has implemented robust technical and organisational measures to protect personal data from misuse, loss, or unauthorised access. This includes our Information Security Policy (HR).

Only authorised personnel may access personal data, and only to the extent necessary for their role. All employees are required to maintain confidentiality.

## 12. Enforcing Your Rights

To exercise your rights, please contact:

 [heather@gr-electrical.co.uk](mailto:heather@gr-electrical.co.uk)


We will respond within one month, unless an extension is permitted by law. A reasonable fee may be charged where legally allowed, and you will be notified in advance.

## 13. Contact Us / Further Information

For questions about this Privacy Policy or to exercise your rights, please contact our Data Protection Team:

**Heather Simpson**

 [heather@gr-electrical.co.uk](mailto:heather@gr-electrical.co.uk)

 GR Electrical Services Ltd, Merlin House, Aviation Road, Sherburn Enterprise Park, Sherburn in Elmet, Leeds, LS25 6NB

If you wish to correct, object to, or delete your personal data, or revoke consent, please get in touch using the contact details above.

### 3.12 Changes to This Privacy Policy

We may update this Privacy Policy from time to time. The “last updated” date at the bottom of this document indicates when it was most recently revised.

We will notify you of any material changes via email, virtual office boards, and staff noticeboards. Where required by law, we will obtain your consent before implementing changes.

Author: HS	Version: 02	Issue Date: 12.06.2025
Authorised by: DS		Next Review: 12.06.2026
HR731 - Privacy Policy		