



W.B. Simpson & Sons LTD.

TILING

STONWORK

TERRAZZO

WOOD FLOORING

www.wbsimpsonsons.co.uk

GDPR Data Protection/Privacy Policy

Introduction

W.B. Simpson & Sons Ltd collects and processes certain types of information relating to identifiable, living individuals. These can include employees, customers, suppliers, businesses, contacts and other people the organisation has a relationship with or may need to contact.

Procedures and safeguards regarding the collection, processing and storage of this information in any format are subject to the General Data Protection Regulation 2016 and Data Protection Act 2018.

What information do we collect?

The company collects data in relation to employment which may include names, addresses, national insurance and tax details, references, qualifications and more.

Information given to us by our clients for the purpose of collaboration in works is seen as confidential and is only used, when necessary, in the course of our business.

All our employees understand the need for confidentiality and do not have access to information unless necessary to carry out their specific tasks at work. Upon employment, every employee has to sign a contract pertaining to data protection and confidentiality of all information that may come to their knowledge whilst at work. Employees are not permitted to share any confidential data with those outside the organisation while working for or after termination of employment with W.B. Simpson & Sons Ltd.

Responsibilities

Everyone who works for or with W.B. Simpson & Sons has some responsibility for ensuring data is collected, stored and handled appropriately.

Each person that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

Do we share personal data?

We adhere to all principles of the General Data Protection Regulation 2016 and Data Protection Act 2018.

We will not:

- sell or rent your data to third parties.
- share your data with third parties for marketing purposes.

How do we secure personal data?

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data. Access to data is only available to authorised personnel and used only for the purpose of conducting business or training.

Paper documents are stored at the main office, those containing sensitive information in a locked cabinet. Copies of digital information are stored on servers at the main office as well as backed up to the cloud.

We use a third party to maintain Data Protection which is CFC Underwriting Limited and firewalls and virus protection through Chalvington Group.

We also make sure that any third parties that we deal with keep all personal data they process on our behalf secure.

Training

Everyone involved in collecting and processing personal information will be trained in the correct and lawful treatment of the information including accuracy checks and data security.

How long do we keep your personal data for?

We will only retain personal data for as long as:

- it is needed for the purposes set out in this document.
- the law requires us to

You have the right to request a copy of your personal data that we are in possession of. You also have the right to deletion or withdrawal of consent to use any data provided by yourself (within the legal limits).

We may change this privacy policy. In that case, the 'last updated' date at the top of this page will also change. Any changes to this privacy policy will apply to you and your data immediately.

Signed



Marc Poland

Managing Director

Date: 20th August 2026