

Data Protection and Record Retention Policy

Date: Wednesday, 01 January 2026

Review Date: Thursday, 01 January 2027

Britannica Safety Ltd is dedicated to protecting the privacy and security of personal data. We ensure compliance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Data Controller and Data Processor:

- **Data Controller:** Christopher Driver (07735 056213) (christopher.driver@britannicasafety.co.uk)
- **Data Processor:** Chris Davies (07539 570495) (chris.davies@britannicasafety.co.uk)

Our Commitments:

1. **Lawful and Transparent Data Processing**
 - Clearly communicate how personal data is collected, used, and shared.
 - Only process personal data lawfully, fairly, and transparently.
2. **Data Minimisation and Accuracy**
 - Collect and retain only necessary data relevant to our business activities.
 - Regularly review stored data to maintain accuracy and completeness.
3. **Secure Data Handling**
 - Implement robust security measures to protect personal data from unauthorised access, alteration, or loss.
 - Regularly review security protocols and train staff on data protection responsibilities.
4. **Record Retention Periods**
 - Employee Records: Retained for the duration of employment plus 6 years.
 - Client and Supplier Records: Retained for the duration of the contract plus 6 years.
 - Financial and Accounting Records: Retained for 7 years as required by HMRC guidelines.
 - Complaints and Incident Reports: Retained for 3 years from the resolution date.
5. **Rights of Individuals**
 - Ensure individuals can exercise their data protection rights, including access, correction, deletion, and objection to data processing.
 - Provide clear guidance on how to request and exercise these rights.
6. **Data Breach Response**
 - Implement clear procedures for identifying, reporting, and managing data breaches swiftly and effectively.
7. **Training and Awareness**
 - Regularly educate staff on data protection responsibilities and best practices.

Monitoring and Improvement:

- Regularly review our data protection practices, ensuring ongoing compliance with legal requirements and best practices.
- Openly communicate policy changes and improvements with employees and stakeholders.

Britannica Safety Ltd is committed to maintaining trust and safeguarding personal information at all times.

Signed:**Christopher Driver**

Director