

Data Policy

GLC Projects are industry leaders in demolition and asbestos removal, focussed on delivering quality and value to our customers. This is achieved by drawing on our extensive experience and following systems and procedures, underpinned by our company policies which set out how we achieve our legal and moral obligations.

Our Data Policy is endorsed by our Managing Director; GLC Projects are committed to:

- Complying with all current and applicable legislation including the requirements of GDPR and ensuring that our management, supervisors and workforce are fully conversant with the requirements of company systems and procedures
- Communicating our systems, procedures and this policy to our workforce, subcontractors, supply chain partners and clients
- Creating a working environment which keeps company and personal data safe and secure
- Leading by positive examples at all levels across the company
- Our continuous strive for excellence, where we accept nothing less than industry best practice
- Carrying out regular audit of our working practices and company procedures
- Providing the right training to our employees, appropriate for the activities being carried out

Our company practices will include the following:

- All electronic data will be backed up securely and password protected
- All hard copy data will be kept to a minimum and kept with a secure lockable store
- All company IT equipment will be password protected and access granted to authorised users only
- All network/server equipment will be password protected
- All computers will have anti-virus software
- All unsecure websites will not be accessible using company IT equipment
- All company emails will be for company use only and not personal use
- All passwords will be routinely changed each month and must include a combination of numbers, special characters and upper/lower case letters. Where applicable 2 stage verification will be used

The Managing Director is the appointed Director responsible in ensuring this policy is reviewed on an annual basis and that it is followed by the company in full.

A handwritten signature in black ink, appearing to read "Graeme Cochrane".

Graeme Cochrane
Managing Director

Reviewed April 2022