

# MANILVA | CONTRACTS

## DATA PROTECTION POLICY – MANILVA CONTRACTS LTD

Manilva Contracts LTD's data protection policy sets out our commitment to protect personal data and how we implement that commitment with regards to the collection and use of personal data.

Manilva are committed to ensuring that we comply with data protection laws and that data is collected and used fairly and lawfully. We will process personal data only in order to meet our operational needs or fulfil legal requirements. This may include but may not be limited to Company Name, Company Address, Contact names and details, Bank details, company UTR and registration numbers. For subcontractors operating as an individual we also keep records on National Insurance numbers, personal addresses, UTR number and contact details.

Manilva will only keep data in most cases for a maximum of six years ensuring that after that time frame, data is disposed of responsibly using a secure method (Datashred) in order to provide adequate security measures to protect personal data. Should you wish to see the records we hold on yourself or your organization this request must come from an authorized person and will be processed in good time. You may request your personal information to be removed from our records, however we may only do so if it does not conflict with a legal obligation, or prevent us from meeting our operational needs.

We will ensure that all staff are made aware of good practice in data protection and provide adequate training for all staff responsible for personal data. If clients have queries about data protection, internal and external to the organisation, we will ensure they are dealt with effectively and promptly. We will regularly review data protection procedures and guidelines within the organisation.

Personal data shall be accurate and, where necessary, kept up to date.  
Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Manilva ensure the following

- Our offices are locked, alarmed and protected by CCTV
- All files are stored in locked cabinets
- PCs are password protected and regularly updated for latest version of software
- Our server is secure (both hardware and software have firewall)
- Internet protection through Kaspersky
- Files are backed up offsite
- Accounts are processed through Sage which is compliant and password protected
- Manilva will never pass on information to third parties.

Signed.....

Steve Falzon  
Managing Director

Dated...23/5/22.....

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Registered in England No: 2766617 Version 6

Vat Registration No: 620847349  
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