		Ref: BMS-1.03	Rev: 07	Effective: 14/07/2025
		<h2>Data Protection and Privacy Policy</h2>		
Owner	Office Manager			

1. Overview

Wescott Industrial Services is fully committed to protecting the rights and privacy of individuals, in accordance with the Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR). Information about our personnel and other individuals will only be processed in line with established regulations.

The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

Personal data will be collected and processed, recorded and used fairly in a transparent manner in relation to the data, stored safely and securely and not disclosed to any third party unlawfully. We do not deceive or mislead people when we collect their personal data.

Wescott Industrial Services is committed to:

- Protecting candidates' personal details, records and assessment outcomes
- Keeping candidates' and other individuals' personal data up to date and confidential
- Maintaining personal data only for the time period required
- Releasing personal data only to authorised individuals/parties


Wescott Industrial Services is committed to adhering to regulations and related procedures to ensure that all employees who have access to any personal data held by or on behalf of the company are fully aware of and abide by their duties under the Data Protection Act 2018 and the GDPR.

2. Policy

Wescott Industrial Services Ltd (The Company) is committed to fulfilling their obligations under the Data Protection Act 2018 and General Data Protection Regulation (GDPR) to the fullest extent.

The company will hold and process the data they collect relating to employees in the course of their employment, for the purposes of the administration and management of their employees and businesses, and to aid compliance with the appropriate policies, procedures, laws and regulations.

Employees are deemed, by accepting and signing the contract of employment, to have consented to the company processing electronically and manually held data about themselves, both during and after employment, for the purpose stated. They are also consenting to the transfer, storage and processing of such data by the Company or by third parties acting on behalf of this company, either inside the European Economic Area, or in any

		Ref: BMS-1.03	Rev: 07	Effective: 14/07/2025
		<h2>Data Protection and Privacy Policy</h2>		
Owner	Office Manager			

other country in which we may operate. The Company will treat all data as confidential and take all reasonable security measures to protect the data during processing, storage and transfer.

All employees who have access to data relating to the business of the Company and its employees, will be expected to take adequate precautions to ensure confidentiality, so that neither the business or individuals are liable to prosecution, or that any data is disclosed which might cause distress or hardship to present, former or potential employees or Clients of the Company.

Wescott Industrial Services Ltd is registered with the Information Commissioner’s Office as a register of data controllers processing personal information held for the purpose of training course registration and to enable us to provide education and training.

3. Responsibilities

Wescott is responsible for determining what personal data is stored and how it is used, therefore a Data Controller, in relation to the GDPR.

4. Purpose

Wescott collects and processes individual data in order to recruit, employ and full fill project requirements for work completion. Individuals must supply their data to allow contact and employment for work scopes, depending on requirements, experience and competency. Without individual’s data, Wescott is unable to identify if they are a suitable match for the project and if they are available to be hired.


The legal basis for collecting and processing data falls under the *legitimate interests*, heading of the GDPR.

Wescott obtain individual consent by means of them providing their information for employment opportunities, to be held on record. No marketing communications are sent to individuals.

Individuals have the right to remove their consent and data at any time following its explicit permission.

5. Types of data collected and processed

Wescott will collect the following personal data (First name, Surname, email, Telephone, Mobile, Address, Town, County, Postcode, Date of Birth) along with employment history and verification of experience and training in the form of certificates and qualifications.

		Ref: BMS-1.03	Rev: 07	Effective: 14/07/2025
		<h2>Data Protection and Privacy Policy</h2>		
Owner	Office Manager			

Wescott also collects special category (sensitive data) e.g. gender, National Identity, ethnic group, special needs, which we are obliged to identify and monitor as an employer. There may also be medical assessments carried out for the work activity or work location, they are carried out by medical professionals and a medical certificate is provided for employers.

6. Data Storage

Wescott data is stored electronically on password protected, encrypted databases (Web based and office based) and where provided data in paper form, it is stored in the Wescott office. Archive data is stored securely on site.

Wescott securely stores data for 15 years, following the 15 year period all physical records are securely destroyed and all electronic records are deleted. Where information is required under the Control of Substances Hazardous to Health Regulations, records are kept for 40 years.

7. Data processing and usage

When individuals provide their data to Wescott, the data is used for:

- Selection of employees/contractors for projects, depending on experience and competency
- Verification of competencies with training certificates and qualifications
- Contracts of employment and Legislative requirements

Wescott only uses data for the legitimate purposes described above. Any changes to the ways in which Wescott uses individuals data will be communicate to those individuals affected.

All individual information is kept strictly confidential and is for our internal use only. All information we receive from you is confidential and will not be disclosed to persons outside our company. Exceptions may apply if the client is believed to be a danger to themselves or others as well as legal responsibilities to disclose information such as terrorism and safeguarding.

8. The rights of the individual

Under the GDPR individuals have rights associated with their data, described below:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure

Data Protection and Privacy Policy

- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

9. Access Rights

All access requests in relation to individual rights above must be made in writing and either sent electronically by email or by post to Wescott Industrial Services Ltd, Unit 9 B/C Tyne Point Industrial Estate, Shaftsbury Avenue, Jarrow, NE32 3UP.

Wescott will acknowledge all access requests within 2 working days and will process and respond to all subject access requests within 1 calendar month of receiving suitable identification, as per Wescott's first obligations under the GDPR.

To prevent unscrupulous or fraudulent access requests Wescott require all access requests to be made in writing which enables the individual to authenticate their request. Access requests will only be fulfilled when the individual has provided suitable identification (photographic e.g. passport, driving licence or other suitable ID). All requests will be securely stored for 15 years unless their request for erasure is requested.

10. Data breaches

Wescott have systems and controls in place to prevent data breaches, however in such an event where individuals data has been lost, stolen or has been accessed by unauthorised parties. Wescott will notify the Information Commissioners Office (ICO) within 72 hours of the breach.

The following individuals are the points of contact when a data breach has been identified:

- a) Data Breach response Co-ordinator – Office Manager
- b) Data Breach Response Assistant – Commercial Director

Wescott data breach process is described below:

- a) Serious data breach identified and Data Breach Response Coordinator (Or in their absence the Data Breach Response Assistant) is informed.
- b) The type of event is identified as lost, stolen or subject to unauthorised access.
- c) Coordinator calls emergency/extraordinary Policy Committee Meeting
- d) The event is recorded and actions monitored.

Owner

Office Manager

Data Protection and Privacy Policy

- e) The coordinator informs the Information Commissioners Office (ICO)
- f) The coordinator instigates an investigation, identifies the source of the breach and puts in places to measures to reduce the risk and impact.
- g) The coordinator informs all individuals concerned.
- h) Wescott monitor for further breaches

11. Making a complaint

If individuals are dissatisfied with Wescott Data protection and privacy policy or it's implementation, please refer to Wescott Industrial Services Complaints Policy.

12. Cookies

Wescott Industrial Services or our web hosting provider may collect information about your computer. This may include your IP address, operating system and browser type. This is statistical data about our users' browsing actions and patterns, and does not identify any individual. We may also obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. If you select this setting you may be unable to access certain parts of our site.

13. External Links Disclaimer


Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Signed



Mark Duffy
Managing Director

Appendix 1

		Ref: BMS-1.03	Rev: 07	Effective: 14/07/2025
		<h2>Data Protection and Privacy Policy</h2>		
Owner	Office Manager			

Wescott Privacy Notice

Wescott is committed to the fair and transparent processing of personal data and data security. This privacy policy sets out how we will manage the personal data, which you provide to us in compliance with the General Data Protection Regulation (EU) 2016/679 (GDPR).

This policy contains important information about who we are, how and why we collect, store, use and share personal data and your rights in relation to your personal data.

For the purposes of the GDPR, Wescott is the ‘controller’ of the personal data you provide to us. If you have any queries about this Policy, the way in which Wescott processes personal data, or about exercising any of your rights, please send an email to info@wescottis.com or write to Wescott Industrial Services Ltd, Unit 9 B/C Tyne Point Industrial Estate, Shaftsbury Avenue, Jarrow, NE32 3UP.

This Policy, together with our Website terms of use and any other documents referred to in them, sets out the basis on which Wescott processes personal data.

Personal data we collect

We may collect and process the following personal data:

Information provided to us, When you:

- Complete a form on our Website
- Contact us by phone, e-mail, or in writing
- Report a problem


We may collect your name, email address, postal address and telephone number.

Information we collect about you

If you visit our Website, we may automatically collect the following information:

- Technical information, including the internet protocol (IP) address used to connect your computer to the Internet, login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- Information about your visit to our Website such as the products and/or services you searched for and view, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

Sensitive personal data

		Ref: BMS-1.03	Rev: 07	Effective: 14/07/2025
		<h2>Data Protection and Privacy Policy</h2>		
Owner	Office Manager			

In certain limited cases, we may collect certain sensitive personal data from you (e.g. information about your racial or ethnic origin and physical or mental health). We will only do this on the basis of your consent.

How Wescott uses your personal data

Legitimate interests

Where this is necessary for purposes, which are in our, or our Centres legitimate interests. These interests are:

- Providing you with newsletters, surveys, information about our current and upcoming work projects and events related to products and services offered by Wescott which may be of interest to you
- Communicating with you in relation to any problems, complaints, or disputes
- Improving the quality of experience when you interact with us and our products and/or services

NOTE: All individuals have the right to object to the processing of your personal data on the basis of legitimate interests as set out below, under the heading Your rights.

Contract performance

We may use your personal data to fulfil a contract, or take steps linked to a contract:

- To provide the client verification of your qualifications and competency.
- To communicate with you in relation to the provision of the contracted products and services
- To provide you with admin support such as certification or training requirements, security, and responding to issues
- Provide you with industry or sector information, surveys, information about our company and work, related to the products and/or services.

Where required by law: We may also process your personal data if required to by law, including responding to requests by government or law enforcement authorities, or for the prevention of crime or fraud.

Who do we share your personal data with? We take all practical steps to ensure that Wescott staff protects your personal data and that they are aware of their information security obligations. Access to your personal data is limited to those who have a genuine operational need to know it.

We may also share your personal data with legitimate professionals out with Wescott including:

- Legal and other professional advisers, consultants, and professional experts
- Service providers contracted to us in connection with provision of the products and services such as providers of IT services, Website services
- Law enforcement or other authorities if required by law.

Data Protection and Privacy Policy

How long does Wescott keep your personal data?

Where there is an agreement between us, we will retain your personal data for the duration of the agreement, and for a period of fifteen years following its termination or expiry, to ensure we are able to comply with any legal, audit and other regulatory requirements, or any orders from courts or competent authorities.

Where we store your personal data and how we protect it

We take appropriate steps to protect your personal data from loss or destruction. We also have a procedure in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Your rights

Under the GDPR, you have right with respect to our use of your personal data:

The Right to:	
Access	You have the right to request a copy of the personal data that we hold about you by contacting us at the email or postal address given below. All requests must be accompanied by information, which allows us to verify your identity (ID). We will respond to your request within one calendar month. Please note that there are exceptions to this right. We may be unable to make all information available to you if, for example, making the information available to you would reveal personal data about another person, if we are legally prevented from disclosing information, or if your request is excessive
Rectification	We strive to keep your personal data accurate and complete. Please contact us using the contact details provided to let us know if any of your personal data is not accurate or changes, so that we can keep your personal data up-to-date
Erasure	You have the right to request the deletion of your personal data. Instances of erasure may include, personal data no longer necessary for the purposes for which they were collected, where your consent to processing is withdrawn, where there is no legitimate interest for us to continue to process your personal data, or your personal data has been processed unlawfully
Object	In certain circumstances, you have the right to object to the processing of your personal data where, for example, your personal data is being processed on the basis of legitimate interests and there is no overriding legitimate interest for us to continue to process your personal data. If you would like to object to the processing of your personal data, please contact us using the contact details provided below.
Restrict Processing	In certain circumstances, you have the right to request that we restrict the processing of your personal data. This right arises where, for example, you have objected to processing based on legitimate interests and we are considering whether there are any overriding legitimate interests, or the processing is unlawful and you elect that processing is restricted rather than deleted.

Data Protection and Privacy Policy

For any requests associated with the rights described above, please contact Wescott using the details below.

Note: GDPR sets out exceptions to these rights. If we are unable to comply with your request due to an exception we will explain this to you in our response.

Contact us

Wescott Industrial Services Ltd, Unit 9 B/c Tyne Point Industrial Estate, Shaftsbury Avenue, Jarrow, NE32 3UP

info@wescottis.com

Revision History

Rev	Changes	Date
Draft	For Comment	24th June 2015
1	Original	1st July 2015
2	Review and updated	21st November 2019
3	Review and updated	1st September 2021
4	Review and updated	08/03/22
5	Review and updated	23/02/2023
6	Review	14/02/2024
7	New Reference No.	12/07/2024