

# GENERAL DATA PROTECTION REGULATION (GDPR)

TM Roofing Ltd Is committed to protecting the privacy and security of your personal information.

Our privacy notice describes how we collect and use personal information about you before, during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

It applies to all employees, workers and contractors.

## Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

Full details of our GDPR Privacy Notice & Retentions Policy have been provided to you and are also available at all times for your reference in the office.

Signed



Tim Meston – Director.

Date 01.05.18