



## GDRP Policy

DWCSL are committed to protecting your personal information and being transparent about the personal information we hold.

We collect, hold and use your information in accordance with all applicable laws concerning the protection of personal information.

We store personal information such as your name, email address, job title, postal address and telephone number. This information is stored on our server and accessed via encrypted laptops and mobile phones by members of staff.

We hold this information because we believe we have a legitimate interest to process your data for business purposes and to fulfil our contract of employment.

We do not pass any information to third parties.

Personal data is held for the duration of the contract and disposed of 5 years after the final account has been settled.

We have safeguards in place to ensure your personal information is kept as secure as possible.

D Wall Construction Services are committed to keeping your data safe. If, however, you would prefer us not to process your data for any reason then please contact the office either by phone 01392 278072 or email [office@dwcsl.co.uk](mailto:office@dwcsl.co.uk)