

GDPR Policy

Howard Fire Inspections Ltd

Aims

Howard Fire Inspections Ltd is committed to protecting the personal data of our customers, employees, and contractors. We aim to ensure that all personal data collected, whether in relation to staff or client contracts, is:

- Collected lawfully, fairly, and transparently
- Stored securely and only for as long as necessary
- Processed in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018), as set out in the Data Protection Bill

Our goal is to handle all personal information with care, respect, and accountability, ensuring the trust of those whose data we hold.

Legislation and Guidance

This policy is designed to ensure compliance with the relevant data protection legislation, including:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018 (DPA 2018)

It is based on guidance provided by the **Information Commissioner's Office (ICO)**, including:

- The ICO's Guide to the UK GDPR
- The ICO's Code of Practice for Data Controllers and Processors

This policy also reflects best practices in data protection and privacy, tailored to the nature and scale of our small business operations.

Definitions

Term	Definition
Personal data	Any information relating to an identified or identifiable individual.
Special categories of personal data	Personal data which is more sensitive and so needs more protection.



Howard Fire Inspections Ltd

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Processing

Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying. Processing can be automated or manual.

Data subject

The identified or identifiable individual whose data is held or processed.

Data controller

A person or organisation that determines the purposes and the means of processing personal data.

Data processor

A person or other body, other than an employee of the data controller, who processes personal data.

Personal data breach

A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

The data controller

All personal data is stored securely using appropriate technical and organisational measures:

- Password-protected systems and devices
- Secure cloud storage with trusted providers
- Access restricted to authorised staff only
- Regular data backups and reviews

We retain data only for as long as necessary to meet legal or business needs, unless it is directly uploaded to the client's own data storage facility or a purchased professional service such as Door Data Systems.

Sharing Personal Data

We will not normally share personal data but may do so where:

- There is an issue that puts the safety of our staff at risk.



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- If our suppliers or contractors need data to enable us to provide services to our staff (for example, trusted third parties such as accountants).
- Where we are legally required due to crime, fraud, apprehension of offenders, collection of tax, safeguarding obligations, in connection with legal proceedings, Government agencies statutory responsibilities.
- With emergency services to help them respond to an emergency.

Roles and Responsibilities

This policy applies to all staff employed by our business. Our directors are responsible for overseeing the implementation of this policy, monitoring data protection law and developing related guidelines where appropriate.

All staff are responsible for collecting, storing and processing any personal data in accordance with this policy, informing the company of any changes to their personal circumstances – e.g. address change. Informing the directors if they have concerns about the policy being followed, get data information requests, breaches of data security and if they need help.

Data Protection Principles

The GDPR is based upon data protection principles that **Howard Fire Inspections Ltd** must comply with. These principles are:

- Personal data must be processed lawfully and fairly.
- Collected for specified, explicit and legitimate purposes.
- Relevant and limited to what is necessary to fulfil the purpose.
- Accurate and when required kept up to date.
- Kept for no longer than necessary.
- Processed in a way that ensures it is secure.

Limitations – data will only be collected for specified, explicit and legitimate reasons. We will explain the reasons when the data is collected. Staff must only process personal data to do their job. When the data has been used for the purposes, it was collected for, it must be deleted.



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Data Security and storage of records

We will protect personal data and keep it safe from unlawful access. Paper records are kept in a locked building when the property is not occupied. Electronic devices are password protected by at least 8 characters long letters, numbers and icons. Where we need to share data, we carry out due diligence to ensure it will be stored appropriately.

Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become out of date or inaccurate will also be securely disposed of. We will shred confidential waste, destroy PC hard drives when they become obsolete and wipe files on portable devices.

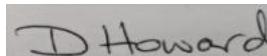
Personal data breaches

Howard Fire Inspections Ltd will make all reasonable endeavours to ensure that there are no personal data breaches. In the unlikely event of a suspected data breach, we will follow the 'report a breach' page on the ICO website and then take the appropriate actions:

- Investigate and take steps to contain the breach
- Notify affected individuals where required
- Report serious breaches to the ICO within 72 hours

Changes to This Policy

We may update this policy from time to time to reflect legal changes or business practices. The latest version will always be available upon request.

Signed: 
Name: Darren Howard

Date: 25th August 2025
Review Date: 25th August 2026



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