

## H2 CONTRACTS LTD

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INVESTORS  
IN PEOPLE

Accredited  
Until 2020

Mobile: 07921879409

Website: [www.h2contracts.co.uk](http://www.h2contracts.co.uk)

### Data Protection Policy Your Rights under GDPR

**GDPR** stands for: General Data Protection Regulation

**Company's Data Protection Officer [DPO]** is: Neville McGroarty

There are eight data protection principles that are central to the Act. The Company and all employees must comply with these principles at all times in their information-handling practices. In brief, the principles say that personal data must be:

- The right to be informed – all organisations must be completely transparent in how they are using personal data (personal data may include data such as a work email and work mobile if they are specific to an individual).
- The right of access - individuals will have the right to know exactly what information is held about them and how it is processed.
- The right of rectification - individuals will be entitled to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure - also known as 'the right to be forgotten', this refers to an individual's right to having their personal data deleted or removed without the need for a specific reason as to why they wish to discontinue.
- The right to restrict processing - an individual's right to block or suppress processing of their personal data.
- The right to data portability - this allows individuals to retain and reuse their personal data for their own purpose.
- The right to object - in certain circumstances, individuals are entitled to object to their personal data being used. This includes, if a company uses personal data for the purpose of direct marketing, scientific and historical research, or for the performance of a task in the public interest.
- Rights of automated decision making and profiling - the GDPR has put in place safeguards to protect individuals against the risk that a potentially damaging decision is made without human intervention. For example, individuals can choose not to be the subject of a decision where the consequence has a legal bearing on them, or is based on automated processing.

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If you wish to make a request regarding the data the company holds you, you will need to complete the following form which can be requested from Neville McGroarty.

- **PERSONAL DATA REQUEST FORM**

This form can be used under the Data Protection Act 1998 to receive a copy of personal data that the Company holds about you. Once completed, this form should be forwarded to Neville McGroarty, H2 Contracts Ltd, Office Unit 6, ITeC Business Park, 52 Armagh Road, Newry, BT35 6HL, who is the Company's Data Protection Officer. He will be required under this act to respond to your request within 30 days of receipt. A charge of £10 will be required if the request is deemed unfounded, excessive, repetitive or additional copies are requested after original request. The DPO will inform you of this if required before request is completed.

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