

BAYDALE CONTROL SYSTEMS LTD
EDMUND PALMER HOUSE, MORTON PARK WAY
DARLINGTON, COUNTY DURHAM, DL1 4XZ
TEL: 01325 367360



DATA PROTECTION AND CONFIDENTIALITY POLICY

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POLICY STATEMENT

Baydale Control Systems Limited (hereinafter referred to as Baydale) is committed to protecting the privacy and security of personal data relating to employees, clients, suppliers, subcontractors and other individuals with whom the Company conducts business.

The Company recognises its responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and is committed to ensuring personal data is processed lawfully, fairly and securely.

The Company is registered with the Information Commissioner's Office (ICO). **Registration Number: Z2655061.**

Any questions regarding this Policy and our privacy practices should be sent by email to sales@bcsl.uk.com or by writing to us at Baydale Control Systems Limited, Edmund Palmer House, Morton Park Way, Darlington, County Durham, DL1 4XZ. Alternatively, our telephone number is: 01325 367360.

SCOPE

This policy applies to all employees, directors, temporary staff, subcontractors and any third parties handling data on behalf of the Company. It covers all personal data processed by the Company whether held electronically or in paper format.

DATA PROTECTION PRINCIPLES

Personal data will be:

- Processed lawfully, fairly and transparently
- Collected for specified, legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Retained only for as long as necessary
- Processed securely to prevent unauthorised access, loss or damage
- Managed in a way that demonstrates accountability

RESPONSIBILITIES

Managing Director – overall responsibility for compliance with data protection legislation.

Management Team – responsible for implementing this policy and ensuring staff awareness.

Employees – responsible for handling data securely and reporting any potential breach or misuse immediately.

GDPR COMPLIANCE PROGRAMME

The Company maintains the following measures to ensure compliance:

- ICO registration

- Documented data protection procedures
- Data retention and secure disposal procedures
- Secure IT systems and access controls
- Staff training and awareness
- Confidentiality obligations within employment contracts
- Incident reporting procedures

COLLECTION AND USE OF PERSONAL DATA

Employee information may include name, address, payroll details, contact information and employment records.

Client information may include contact details, keyholder information and system user details required for installation and maintenance of electronic security and fire systems.

DATA SHARING

Information may be shared where necessary with emergency services, alarm receiving centres, approved subcontractors, payroll providers and government authorities where legally required. The Company does not sell personal data to third parties.

INFORMATION SECURITY AND IT CONTROLS

Security measures include:

- Firewall protected IT network
- Password protected systems
- Access control to sensitive data
- Antivirus and malware protection
- Secure servers and storage systems
- Physical security of offices and records
- Secure disposal of confidential documents

DATA RETENTION

Personal data is retained only for as long as necessary to meet legal or contractual obligations. Examples include:

- Security screening records – employment duration plus 7 years
- CCTV images – typically retained for up to 31 days unless required for investigation
- Payroll records – retained in accordance with HMRC requirements

STAFF DATA PROTECTION TRAINING

Baydale provides data protection training and awareness to employees to ensure personal data is handled correctly. Training arrangements include:

- Data protection awareness during employee induction
- Periodic refresher training where appropriate
- Guidance on secure handling of personal data
- Instructions for recognising and reporting data breaches

DATA SUBJECT RIGHTS

Individuals have rights including:

- Right to access their personal data
- Right to correct inaccurate information
- Right to request deletion where appropriate
- Right to restrict or object to certain processing
- Right to lodge a complaint with the Information Commissioner's Office

DATA BREACHES

Any suspected data breach must be reported immediately to management. The Company will investigate all incidents, mitigate risk and notify the ICO where required under UK GDPR.

CONTACT DETAILS

Baydale Control Systems Limited
Edmund Palmer House
Morton Park Way
Darlington
DL1 4XZ

Email: sales@bcsl.uk.com
Telephone: 01325 367360

POLICY REVIEW

This policy will be reviewed annually or sooner if required due to legislative or operational changes.

Signed:



Neil Pentland (Managing Director)

Date: **5th May 2026**

Review Date: **May 2027**