



**WADE**

www.wadegroup.org

# Data Protection & Privacy Policy

John Wade Groundworks Ltd  
Policy Title: Data Protection & Privacy Policy  
Document Reference: POL-DP01  
Version: 1.0 (Reissued)  
Issue Date: 01 October 2025  
Next Review Date: 01 October 2026  
Approved By: John Wade, Managing Director

Note: Reissued under new version control system. Previous version dates not recorded.

## Data Protection & Privacy Policy

### 1. Introduction

John Wade Groundworks Ltd, trading as Wade Group, is committed to ensuring the security and confidentiality of information in compliance with the General Data Protection Regulation (GDPR) enacted on 25/05/2018. This policy outlines the principles and practices governing the processing, protection, and disposal of personal data within the organisation. This information identified by the act is as follows:

- Personal data will be processed fairly and legally.
- Personal data will only be obtained for specified or legal purposes and will only be processed in a way that is consistent with the specified purpose.
- Retained personal data will be adequate, relevant and not excessive for the purpose it was processed for.
- Personal data must be accurate and where necessary kept up to date.
- Personal data processed for any purpose will not be kept longer than is necessary to fulfil that purpose.
- Personal data must be processed in line with the customer's and or employee rights.
- Appropriate security measures will be taken to protect against unauthorised or illegal data processing.
- Transferring personal data will only be shared with consent

### 2. Principles of Data Processing

Personal data will be processed fairly and legally.

Personal data will be obtained for specified or legal purposes and processed only in a manner consistent with those purposes.

Retained personal data will be adequate, relevant, and not excessive for the purpose it was processed.

Personal data must be accurate and kept up to date as necessary.

Personal data processed for any purpose will not be retained longer than necessary.

Personal data will be processed in line with customer and employee rights.

Appropriate security measures will be implemented to protect against unauthorised or illegal data processing.

Transferring personal data will only occur with explicit consent.

### 3. Confidentiality and Security Measures

Confidential information, including names, addresses, and telephone numbers, will be protected against loss or damage.

Only authorised parties will have access to relevant information, and data will be recorded accurately.

Disposal of customer data deemed obsolete will be done securely, ensuring environmental friendliness through shredding.

Wade Group staff are trained and familiar with GDPR and associated privacy policies.

All computers storing data are password-protected, and emails containing client information are encrypted.

Files considered obsolete will be deleted after 3 years.

Back-up data is stored remotely within a cloud system which is secure and encrypted.

#### *4. Training and Awareness*

All staff members receive specific training on information security in the workplace. Confidentiality, security, and GDPR compliance are regular agenda items during bi-annual management reviews.

Suggestions for improvement in security and data privacy are actively encouraged and discussed.

#### *5. Employee Responsibilities*

Employees must adhere to non-disclosure and non-collusion agreements.

Tender prices and estimates are to be kept in-house.

Work-related issues are not for private discussion.

Questions from external bodies should be referred to management for a comprehensive response.

Wade Group employees will not disclose any client information to outside bodies other than those authorised by the client or employee, nor will they discuss or offer any opinion on this same data.

To prevent corruption, employees must not accept gifts, hospitality, or anything that could be perceived as a bribe, in compliance with the Bribery Act 2010.

#### *6. Compliance Monitoring and Review*

Regular reviews during management meetings will ensure ongoing compliance.

Policies and procedures will be updated as necessary to align with changing legal requirements.

By adhering to these principles and practices, John Wade Groundworks Ltd aims to maintain the highest standards of data protection and privacy in accordance with GDPR. All employees are responsible for upholding and implementing these policies in their daily activities.

This policy is subject to regular review and may be updated as required.

Unit 1 Woodfield Business Centre  
Longsight Road  
Clayton-Le-Dale  
Blackburn  
BB2 7JA  
T: 01254 820330  
E: team@wadegroup.org

Signed:

A handwritten signature in black ink, appearing to read 'JJ Wade', is centered on a white rectangular background.

John J Wade  
MEng (Hons)/ SMSTS  
Director  
Dated 01.10.2025



**WADE**

[www.wadegroup.org](http://www.wadegroup.org)



## Revision History

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Author</b>	<b>Approved By</b>
1.0	01.10.2025	Reissued under new version control system. Previous revision dates unknown.	J. Wade	J. Wade