



WADE

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Security & GDPR Policy

John Wade Groundworks Ltd
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Approved By: John Wade, Managing Director

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

Security & GDPR Policy

John Wade Groundworks Ltd trading as Wade Group acknowledges its responsibility in respect of security and confidentiality of information. The company will comply with the associated legislation to ensure the security of information identified within the (GDPR) General Data Protection Regulations 25/05/2018

- 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

Confidential information about individuals such as names, addresses, telephone numbers and their personal privacy is constantly at risk from loss or damage. Therefore practices are adopted to maintain the security of this information. These practices and principles will apply to all parties involved with the company, including contactors and sub-contractors. Only information which specific parties are entitled to receive will be divulged and only information that is relevant to them will be collated and recorded accurately. Any customer data that is considered to have fulfilled its purpose will be carefully disposed of after shredding in an environmentally friendly manner.

Wade Group staff are trained and are familiar with GDPR, the contents of this policy and associated privacy policy. All staff receive specific training on the security of information when in the work place. 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.

Computers are all secured and a password is required to access the data stored upon them. Emails are also password protected to ensure the confidentiality of any client information within them. All files on the computer which are deemed to have fulfilled their purpose, after 3 years, will be deleted.

Back-up data is stored securely off site at the office managers address.

During our bi-annual management reviews, to which all responsible persons attend, confidentiality, security and GDPR are items on the agenda for discussion. The aim is to share suggestions and improve security where possible.

In addition all employees must observe confidentially regarding:-

Non-disclosure and non-collusion agreements

Tender prices and estimates are to be kept in-house

Work issues are to be kept in work; they are not up for private discussion.

Questions from public or private bodies must be referred back to management for a comprehensive response.

To stop any potential corruption and to abide by the Bribery Act 2010 Employees must not accept gifts, hospitality or anything that could be considered a bribe.

Signed:



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



Revision History

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