

Data Protection & Privacy Policy

K Dean Building Services Ltd

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Document Owner	Senior Management Team	Approved by	Company Director
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Approval Status	Approved	Copy Status	Public Controlled Copy
Review Frequency	At least annually	Approval Method	Director approval / controlled electronic record

1. Commitment

K Dean Building Services Ltd is committed to handling personal data lawfully, fairly, transparently and securely in accordance with applicable UK data-protection law. The Company is registered with the Information Commissioner's Office under registration reference ZB606127.

2. Data We May Process

- Business contact details for clients, suppliers and project teams.
- Employee, applicant and subcontractor information required for employment, competence, payroll, access, safety or contractual purposes.
- Project records, site-access information, photographs and incident records where individuals may be identifiable.
- Website enquiry information submitted through contact forms.
- Financial, contractual and transaction information where required for business administration.

3. Data Protection Principles

- Process personal data for specified and legitimate purposes and identify an appropriate lawful basis.
- Collect only data that is adequate, relevant and limited to what is necessary.
- Keep personal data accurate and no longer than necessary.
- Protect data with appropriate organisational and technical controls.
- Limit access to people with a legitimate business need.
- Use appropriate safeguards when sharing data with service providers or transferring data internationally.
- Respect individual rights including access, correction, deletion, restriction, objection and portability where applicable.

4. Privacy Requests & Incidents

Privacy requests or concerns may be submitted through the Company website contact route or in writing to K Dean Building Services Ltd, 2 High Road, Eastcote, Pinner, HA5 2EW. Suspected personal-data breaches must be escalated promptly so that legal notification requirements can be assessed.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:



- UK General Data Protection Regulation
- Data Protection Act 2018
- ICO guidance on privacy information and individual rights

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

This public controlled copy does not display a handwritten signature. Approval is recorded within the Company controlled-document system.

Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026