

Data Protection & Privacy Policy (UK GDPR)

Company: LECS Group
Date: 11 MAY 2025
Approved by: Board of Directors

1. Statement and Purpose of Policy

LECS Group is committed to processing all personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, ensuring data is handled lawfully, fairly, transparently, and securely. For the purposes of these laws, LECS Group is a Data Controller, meaning we determine the purposes and means of processing personal data. The purpose of this policy is to set out our rules for collecting, handling, processing, storing, and securing personal data, and to clarify staff responsibilities in safeguarding data.

2. Definitions

• Data Subject – an individual to whom personal data relates.
• Personal Data – any information relating to an identified or identifiable individual.
• Processing – any operation performed on personal data (e.g. collection, storage, use, disclosure, destruction).
• Special Categories of Personal Data – sensitive data such as racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sex life, or biometric data.

3. Data Protection Principles

We adhere to the following principles:
1. Process data lawfully, fairly, and transparently.
2. Collect data for specified, explicit, and legitimate purposes.
3. Limit collection to what is necessary.
4. Keep data accurate and up to date.
5. Retain data only as long as necessary.
6. Process data securely with appropriate measures.
7. Demonstrate accountability for compliance.

4. Responsibilities

All employees, contractors, and third parties handling personal data on behalf of Lecs Group must comply with this policy. Managers must lead by example, ensure compliance, and report breaches. Any suspected breach must be reported immediately to the Managing Director or Data Protection Officer (DPO).

5. Personal Data We Process

We may collect, store, and process the following categories of personal data:
• Contact details (address, phone, email, next of kin)
• Recruitment records (CVs, references, qualifications)
• Employment and payroll information (NI number, tax, benefits)
• Performance, disciplinary, and grievance records
• Business communications (email, phone records)
Special categories of personal data will only be processed where legally permitted and with additional safeguards.

6. Lawful Bases for Processing

We process personal data on one or more of the following bases:
• Consent
• Contract performance
• Legal obligation
• Vital interests
• Public task
• Legitimate interests

7. Data Subject Rights

Data subjects have the right to:
• Access their personal data (Subject Access Request – SAR)
• Rectify inaccurate data
• Erase data ('Right to be Forgotten')
• Restrict processing
• Data portability
• Object to processing
• Not be subject to automated decision-making

Requests must be sent to: **management@lecsgroup.com** and will be responded to within one month, unless an extension is justified.

8. Data Security

We implement technical and organizational measures to protect personal data, including:
• Password protection and two-factor authentication
• Encryption of data at rest and in transit
• Secure storage and controlled access
• Regular backups and disaster recovery procedures
• Physical security for offices and storage devices
• Secure disposal of paper and electronic data
• Approved cloud storage providers only

9. Data Breaches

All data breaches must be reported immediately to the DPO. We will notify the Information Commissioner's Office (ICO) within 72 hours if there is a risk to individuals' rights and freedoms, and affected individuals will be informed when legally required.

10. Data Retention

Personal data will be retained only for as long as necessary to fulfil its purpose or meet legal requirements, in line with our Data Retention Policy.

11. Contact for Data Requests

To request access to your personal data, rectify incorrect information, or request that we stop processing your data, please contact:
Email: **management@lecsgroup.com**

12. Individual Responsibilities

All staff must ensure personal data they handle is accurate, kept secure, and only disclosed to authorized persons. Staff must not store company data on personal devices unless authorized and secured.

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13. Training

All employees receive GDPR training during induction and at regular intervals. Staff with roles involving regular access to personal data receive additional training on data protection responsibilities.

14. Review and Approval

This policy will be reviewed annually and updated as necessary to ensure compliance with data protection laws.



Estefania Suarez
Managing Director