Data Protection Policy

As a company Mamo Building Services are fully aware and knowledgeable of the principle of Data Protection and the regulations that surround it. As a company we are fully compliant with legislation and all staff are fully briefed on the Data Protection Act and the importance of it. As stated above our company has relevant policies and procedures in place when it comes to the storing and disposal of any documentation. However, Data Protection is not just about any documentation. Data Protection is also in relation to information that can be said to us, under regulations we are not required nor authorised to record any conversations that may include personal or private information, to do this would be a breach to the Data Protection regulations as the regulations state that information should only be '***used in a way that is adequate, relevant and not excessive'.*** We are also aware that in relation to the data protection act there are certain legal issues regarding certain information. Information that can be about.

- ethnic background
- political opinions
- religious beliefs
- health
- sexual health
- criminal records

As a company we are fully aware that each individual will be different and have different beliefs, therefore we do not discriminate against anyone due to their beliefs and how they choose to live their life, we give everyone an equal opportunity and we do not use anyone's information in an inappropriate or unlawful way due to their beliefs even if we may agree or disagree with them all information will be treated in the same respectful and lawful manner.

Data Handling

MAMO have designated personnel to deal with all documentation. This can range from CVs to Medical Questionnaires to information sent in from Subcontractors and Suppliers. All information and data that we receive is managed and stored in the correct manner to comply with legislation. Any member of staff that is required to deal with documentation will be competent in how to store or dispose of information/documentation and will also have the relevant knowledge on the importance of data handling in relation to that any personal information that may be listed on any documentation must not be discussed with any other member of staff and must not be shown to anyone else.

In relation to storing and disposal of any documentation, MAMO has relevant procedures in place to do so.

The procedure for the disposal of any documentation is as follows.

Data Protection Policy

Documentation that needs to be disposed of will first be analysed to ensure that the correct document is being disposed, after this the document will then be shredded. However, Information that needs kept is stored in the correct manner. As a company, all staff are fully briefed on the General Data Protection Regulations and the correct way that any documentation needs to be stored under legislation requirements.

The processes and procedures that we as a company have in place are as follows.

- Any member of staff should firstly only have any information/documentation that is relevant to them, should any member of staff be holding any information or data which is not relevant to them and contains personal information this a breach of regulations and a breach of our company policy so therefore relevant disciplinary action will be taken.
- All information that is forwarded to ourselves will be stored in the correct manner, our process as a company is that any documentation that contains personal or private information will be kept in a cupboard/cabinet which will be securely locked, Only relevant personnel will be aware of where the documentation is and will also be the only authorised persons to have access to the key to unlock the cupboard/cabinet with which the documentation is kept. We are also able to store this information on our computers; however personal or confidential information will only be on the computers of relevant personnel and the computer and documentation will be password protected also.
- Alternatively, any information that does not contain personal information but may still need to be stored correctly this can be done via the process of being locked securely but also this can be done again by being stored again on the relevant persons computers and being password protected.
- Another process in which we have in place for correctly storing information is that we now have a new up to date service system on all computers which allows us to store and save all documentation, all information stored on our server is only accessible to MAMO Office staff who have access to a computer, the information stored on the server will only be information and documents that is suitable for anyone to see so that regulations are not breached in any way.
- As a Data Controller we are also registered with ICO (Information Commissioners Office). As we are a company that is constantly dealing with personal details whether it be from employees or from other personnel, we are required to have this to comply with legislation. Our registration can be obtained by the Employer at any time if they wish.

Data Protection Policy

Data Quality

MAMO has a guaranteed policy that for all information that we receive that it will be dealt with in the correct manner. We can guarantee that any information that we obtain from the Employer about any customer or regarding any corporate data will be managed correctly to also comply with legislation. We will ensure that any information sent will be received by the correct person and if not, we will ensure it goes to the correct personnel and that any documents obtained by the incorrected person will be disposed of correctly. This will not only apply to documentation obtained on our computer systems but will also apply to any documents that are received via mobile devices. We can ensure that any documents and data that contain personal details will only be accessible on the adequate personnel's computer, and it will be password protected, and it will not be available via our shared server.

MAMO hereby confirm that we agree to adhere to all legislation regarding the storing and disposal of personal documentation (Data Protection Act 1998) (GDPR 2018).

MAMO believe in ethical values and respect the views and opinions of others, we respect that everyone is entitled to their own privacy and as a company we respect that, therefore lawfully and ethically we can guarantee and reassure that we deal respect the confidentially of the Employer and Customers and any other corporate data.

Security & Compliance

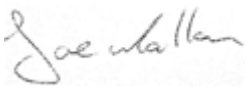
MAMO Building Services Ltd are aware that the information and documentation that we will receive from the Employer are Official documents that comply with the Government Protective Marketing Scheme.

As a company we can ensure that all information we receive will be handled in a correct and lawful manner and will be handled also to comply with the Data Protection Act 1998 and therefore if we at MAMO Building Services Ltd are successful within the tender process we will ensure that all documentation will then be handled in accordance with the General Data Protection Regulations 2018.

As a Data Controller we aim to constantly improve and update our security systems whether that be for our IT systems or be for our current premises, to ensure that all documentation is protected always, so therefore we can ensure our Employer that any details we may receive from them will be secure and will not be accessible to unauthorised personnel.

The IT architecture and technologies employed by us are up to date with current standards. There are two different linked servers that ensure that all information is protected encase

one of the servers suffers a malfunction. The servers are protected by a Firewall system. Regular system sweeps are completed to ensure no malicious malware or virus is present on any of the computer software currently used. WIFI access is restricted to office staff only.



Joseph Mallon
Director 05/01/2026.