



Engineering & Project Management

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DATA PROTECTION AND PRIVACY POLICY

Date:	28/06/2022
Reference:	HMF_DPP_062216_v2
Revision:	02
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Prepared For:

**HMF Engineering and Project
Management Consultants
Ltd.'s Employees and
Contractors**

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1. Introduction

At HMF, we are dedicated to safeguarding the privacy and security of all data, including personal data of our employees and clients. This Data Protection and Privacy Policy outlines our commitment to compliance with data protection laws and regulations, such as the General Data Protection Regulation (GDPR), and describes how we collect, use, disclose, and protect all data.

2. Scope

This policy applies to all data, including personal data of employees and clients, project, and technical data, collected, processed, and stored by HMF in the course of our business activities.

3. Data Collection and Processing

We may collect and process the following types of personal data about you:

- **Identity and Contact Information:** Name, address, email address, phone number, company name, job title.
- **Financial Information:** Payment details (for clients and suppliers).
- **Professional Information:** Education, qualifications, work experience (for employment purposes).
- **Technical Information:** IP address, device information, website usage data.
- **Communication Data:** Content of emails, letters, and other communications with us.

4. Legal Basis for Processing

We process your personal data based on the following legal grounds:

- To check your right to work in the UK, including the necessity for the performance of contracts, compliance with legal obligations, protection of vital interests, and legitimate interests pursued by HMF.
- Where required by law, we obtain explicit consent from individuals for processing personal data for specific purposes.

5. Data Use and Disclosure

- Data is used only for legitimate business purposes and is disclosed to authorized individuals within the HMF on a need-to-know basis.
- We may disclose data to third parties, such as service providers, regulatory authorities, or legal advisors as required by law or to fulfill contractual obligations.

- We may disclose your personal data to law enforcement agencies if required by law or if we believe it is necessary to protect our rights or the rights of others.

6. Data Security

- HMF implements robust technical and organizational measures to protect all data against unauthorized access, disclosure, alteration, or destruction.
- Measures include encryption, access controls, regular security assessments, and staff training on data protection best practices.

7. Data Retention

We will only retain your personal data for as long as necessary to fulfill the purposes for which it was collected, unless a longer retention period is required by law.

8. Individual Rights

You have the following rights in relation to your personal data:

- **Right to access:** You have the right to access and receive a copy of the personal data we hold about you.
- **Right to rectification:** You have the right to have inaccurate or incomplete personal data corrected.
- **Right to erasure:** You have the right to request the erasure of your personal data under certain circumstances.
- **Right to restrict processing:** You have the right to restrict the processing of your personal data under certain circumstances.
- **Right to object to processing:** You have the right to object to the processing of your personal data for marketing purposes or on other grounds.
- **Right to data portability:** You have the right to request that your personal data be transferred to another organization.

Individuals may exercise their rights by contacting HMF's or designated contact person.

9. Password Security and Confidentiality

HMF recommend the following password security measures:

- Use strong passwords that are at least 8 characters long and include a combination of uppercase and lowercase letters, numbers, and symbols.
- Do not use the same password for multiple accounts.
- Do not share your passwords with anyone.
- Change your passwords regularly.

- All employees are required to use strong passwords to access systems and applications.
- We also recommend that you enable two-factor authentication on your accounts whenever possible.

10. Cyber Security Training

HMF advises all employees to undertake the "Top Tips for Staff" course on cyber security developed by the National Cyber Security Centre (NCSC). This course is available for free and provides essential guidance on identifying and mitigating common cyber threats. Employees can access the course at [NCSC Cyber Security Training](https://www.ncsc.gov.uk/training/top-tips-for-staff-scorm-v3/scormcontent/index.html#/Thank). (<https://www.ncsc.gov.uk/training/top-tips-for-staff-scorm-v3/scormcontent/index.html#/Thank>).

11. Email Scam Awareness

Employees are encouraged to remain vigilant against email scams and phishing attempts. It is essential to verify the authenticity of emails, especially those requesting sensitive information or urgent actions. Signs of potential email scams include unfamiliar senders, unexpected attachments or links, and requests for personal or financial information. To protect oneself from email scams, employees should:

- Avoid clicking on suspicious links or attachments.
- Verify the sender's email address and check for any inconsistencies.
- Exercise caution when providing personal or financial information via email.
- Report any suspicious emails to the IT department or designated contact person for further investigation.

12. Compliance and Accountability

HMF regularly reviews and updates its data protection practices ensuring compliance with applicable laws and regulations. Employees are required to comply with this Data Protection and Privacy Policy and report any concerns or violations to the designated contact person or management.

13. Contact Information

For inquiries or concerns about data protection and privacy practices at HMF, individuals may contact the designated contact person.

14. Policy Updates

HMF reserves the right to update or modify this Data Protection and Privacy Policy as needed, with changes communicated to employees and clients through appropriate channels.

You are responsible for keeping your personal data accurate and up to date. Please inform us of any changes to your personal data.