pbh rail group

HS40

GDPR POLICY

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DOCUMENT DETAILS

TITLE	HS40 – GDPR Policy
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PLEASE NOTE	All printed copies of this document are strictly uncontrolled.

AUTHOR AND ISSUE DATE

AUTHOR	Cecil Becker (QHSE Director)	**SIGNATURE**	

DOCUMENT HISTORY

ISSUE NO.	DATE	DESCRIPTION
1	01/07/2020	• Policy created
2	23/03/2022	• Policy reviewed
3	01/07/2022	• Policy reviewed
4	19/06/2023	• Policy reviewed
5	19/06/2024	• Policy reviewed
6	28/02/2025	• Policy reviewed
7	09/01/2026	• Policy reviewed

GDPR POLICY

PBH Rail is committed to complying with our legal obligations under the General Data Protection Regulation 2018 (GDPR) and to the Data Protection Act 2018 for the protection of the rights and freedoms of individuals whose personal data PBH Rail obtains or generates as part of our business operations.

This policy describes how and why we collect, store and use personal data and provides information about individuals' rights. PBH Rail are committed to ensuring that the personal data that we collect, and use is appropriate and does not constitute an invasion of an individual's privacy.

SUPPLIERS AND THIRD-PARTY SERVICE PROVIDERS

PBH Rail may collect your personal data and other business contact information including your name, email address and telephone numbers for the purposes of receiving services or quotes, managing relationships, providing services to our customers and operating our business. We may use and disclose the information we collect as necessary to enable us to carry out our business and to receive the services being provided and in connection with billing, invoicing, payments and legal enforcement.

JOB APPLICANTS

In applying for a position with PBH Rail or registering your interest in applying for a vacancy, we will collect personal details and contact details: name, home address, email address, home telephone number and mobile telephone number. Business contact details: Current place of work, contact number. Information relevant to recruitment: application form, CV, interview notes, details of education and qualifications (including verification), employment history, references and verification of right to work in the UK. Medical and health information in order to make reasonable adjustments as requested.

EMPLOYEES

Personal details of PBH Employees is collected and held on our secure servers with restricted access. The information that we collect is that which is relevant to your job, such as contact information, employment history, qualifications and education, emergency contact information, health conditions, identification and proof of right to work in the UK, performance reviews and any other relevant information.

RIGHTS AS A DATA SUBJECT

- Right of access – you have the right to request a copy of the information that we hold about you
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – you have a right, in certain circumstances, to ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply you have a right to restrict the processing of your personal data.

- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.

PROCESSING PERSONAL DATA

PBH Rail will only process personal data where we have a lawful basis on which to do so:

- Consent – you have provided your consent for us to process your personal data for a specific purpose
- Contract – the processing is necessary for a contract that you have with PBH Rail or because you have asked us to take specific steps before entering a contract
- Legal obligation – the processing is necessary for PBH Rail to comply with our legal obligations
- Vital interests – the processing is necessary to protect someone's life
- Legitimate interests – the processing is necessary for our legitimate interests or the legitimate interests of a third party.

PBH Rail will only retain personal information for the period necessary to fulfil the purposes for which it is collected and processed.

CONTACT INFORMATION

Our Data Protection Officer is responsible for the management of personal data within PBH Rail and for ensuring that compliance with data protection legislation and good practice can be demonstrated. Our Data Protection Officer can be contacted:

The Data Protection Officer

PBH Rail Ltd
The Old Coach House
4A Custance Walk
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This policy is fully supported by senior management and its effectiveness will be monitored and reviewed annually.

Cecil Becker for Board of Directors
January 2026

CONTACT DETAILS

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