

Data Protection Policy Statement



Jaguar Building Services Ltd understands the importance of complying with the requirements of The Data Protection Act 2018 and regards the lawful and correct treatment of personal data as very important to its successful operations and to maintaining confidence between the company and those with whom it carries out business.

The aim of this policy is to provide guidance to employees and third parties working with or on the behalf of the company to ensure that data is handled and maintained in line with the act. We will ensure that:

- Personal information is handled and dealt with in line with the principles of the Data Protection Act 2018.
- We will provide guidance and advice to employees and third parties handling personal data.
- We outline the roles & responsibilities of those who in the course of their employment are required to handle and maintain personal data.

To meet these needs, we will ensure that:

- The rights of people about whom the personal data is held can be fully exercised under the Act.
- Employees who are responsible for the management of personal data are appropriately trained to do so.
- Employees who handle personal data understand the requirements set out under the Data Protection Act 2018.
- Queries about handling personal data are strictly dealt with in line with the guidance outlined within the policy.
- Employees are aware that processing of data is being undertaken.
- Data that is deemed factually incorrect is rectified, blocked, erased or securely destroyed.

This policy statement is to be read in conjunction with our Data Protection Procedures.

Name	Steve Jackaman
Position	Managing Director
Date	February 2026