BUILD WITH HEMP

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Data Protection Policy 2025

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Data Protection Policy

Policy & Principles

> This policy applies to the processing of personal data in manual and electronic copies kept by Build with Hemp Limited.

Build with Hemp Limited is committed to ensuring that personal data, including special categories of personal data and criminal offence data, is processed in line with GDPR and domestic laws. If any third-party companies process data on our behalf, then Build with Hemp Limited will ensure that the third-party company takes measures to maintain our commitment to protecting data. We understand that we are accountable for the processing, management, regulation, storage, and retention of all personal data held in the form of manual records and on computers.

GDPR applies strict compliance rules and introduces penalties for non-compliance. Penalties could be 4% of the global annual turnover or £20 million (whichever is higher), significantly higher than the previous penalties of £500,000 under the Data Protection Act (DPA).

All personal data obtained and held by the company will:

- Be processed fairly, lawfully, and transparently.
- Be collected for specific, explicit, and legitimate purposes.
- Be adequate, relevant, and limited to what is necessary for the purposes of processing.
- Be kept accurate and up to date. Every effort will be made to ensure that inaccurate data is rectified or erased without delay.
- Not be kept longer than necessary for its given purpose.
- Be processed in a manner that ensures the security of personal data.
- Comply with the relevant GDPR procedures for international transfers of personal data.

In addition, personal data will be processed in recognition of an individual's data protection rights, including:

- The right to be informed.
- The right to have access.
- The right for any inaccuracies to be corrected.
- The right to have any information deleted.
- The right to restrict the processing of data.
- The right to data portability.
- The right to object to the inclusion of any information.
- The right to regulate any automated decision-making and profiling of personal data.

Build with Hemp Limited has taken the following steps to ensure that personal data is protected:

- Appointed employees responsible for processing and controlling data, reviewing and auditing data protection systems, and overseeing the effectiveness and integrity of all protected data.

- Provided information to employees on data protection rights, how their data will be used, and how it will be protected. This information includes guidance on actions employees can take if they believe their data has been compromised.

Compliance with the Policy

Employees must ensure that they read, understand, and comply with this policy.
The prevention, detection, and reporting of data breaches is the responsibility of all employees and those working under our control.

Any data breach or suspected breach must be reported immediately to the Data Protection Officer or relevant manager.

If unsure about how data should be handled or whether a particular action is in breach of GDPR, employees must raise concerns with their manager or the Data Protection Officer.

Training & Awareness

Build with Hemp Limited will:

Provide information and training to employees to increase awareness of data protection.
Ensure employees understand how to protect data and maintain confidentiality.
Be accountable for all the personal data we hold, its origins, and where it is shared.
Conduct risk assessments regularly as part of the review process.

Seek individuals' consent for obtaining, recording, using, sharing, storing, and retaining personal data.
This consent must be freely given, specific, informed, and unambiguous.
Have appropriate resources in place to detect, report, and investigate suspected or actual data breaches.

Report significant data breaches to the Information Commissioner's Office (ICO) and affected individuals as required by law.

Breaches of this Policy

Any employee who breaches this policy will face disciplinary action, which may result in dismissal for misconduct or gross misconduct.

We may terminate relationships with any third-party organisations working on our behalf if they breach this policy.

Michael Walker
Managing Director