GDPR PRIVACY POLICY

7 Star Construction Services Ltd is committed to protecting the privacy and personal data of its employees, workers, clients, suppliers and other individuals whose personal information it processes.

The Company will process personal data in accordance with applicable UK data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy sets out the principles and arrangements followed by the Company to ensure personal data is collected, used, stored, shared and disposed of appropriately and securely.

7 Star Construction Services Ltd maintains appropriate records of the personal data it processes. This may include information relating to employees, workers, clients, suppliers and other relevant parties, including where applicable:

1. Contact and identification information.
2. Employment and personnel information.
3. Training, competence and qualification records.
4. Financial and payment information.
5. Health and safety information where required.
6. Information required to meet contractual, legal, client, RISQS, SSIP, ISO or Infrastructure Manager requirements.

Personal data will only be collected and processed where there is an appropriate lawful basis and will be managed in accordance with this policy.

To comply with various legal obligations, including the obligations imposed on it by the General Data Protection Regulation (GDPR) 7 STAR CONSTRUCTION SERVICES must ensure that all this information about individuals is collected and used fairly, stored safely and securely, and not disclosed to any third party unlawfully.

Compliance

This policy applies to all employees, workers, suppliers, contractors and other persons working with or on behalf of 7 Star Construction Services Ltd who have access to or process personal data. All such persons are expected to understand and comply with the requirements of this policy.

As a matter of best practice, other individuals working with 7 STAR CONSTRUCTION SERVICES and who have access to personal information, will be expected to read and comply with this policy. It is expected that personnel who are responsible for dealing with external bodies will take the responsibility for ensuring that such bodies sign a contract which among other things will include an agreement to abide by this policy.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments to the GDPR and other relevant legislation.

General Data Protection Regulation (GDPR)
The UK GDPR and Data Protection Act 2018 regulate the processing of personal data and protect the rights and privacy of individuals. Personal data is any information relating to an identified or identifiable individual and may be held in electronic or hard-copy form, including personnel records, photographs and CCTV images. Individuals have rights in relation to their personal data, including the right to request access to information held about them.

Responsibilities under the GDPR
7 Star Construction Services Ltd is the data controller for personal data where it determines the purposes and means of processing. The Managing Director has overall responsibility for ensuring appropriate arrangements are in place for compliance with this policy and applicable data protection legislation.

Individuals who provide personal data to the Company are responsible for ensuring that the information is accurate and up-to-date.

Data Protection Principles

7 Star Construction Services Ltd will process personal data in accordance with the data protection principles set out in the UK GDPR. Personal data shall be:

1. **Processed lawfully, fairly and transparently** – individuals will be informed about how and why their personal data is being used.
2. **Collected for specified, explicit and legitimate purposes** – personal data will not be used for purposes incompatible with those for which it was originally collected.
3. **Adequate, relevant and limited to what is necessary** – the Company will only collect and retain personal data required for legitimate business, contractual or legal purposes.
4. **Accurate and kept up to date** – reasonable steps will be taken to ensure inaccurate information is corrected or deleted.
5. **Kept only for as long as necessary** – personal data will be retained in accordance with applicable legal, contractual and business requirements and securely disposed of when no longer required.
6. **Processed securely** – appropriate technical and organisational measures will be used to protect personal data against unauthorised or unlawful processing and accidental loss, destruction or damage.
7. **Accountability** – the Company will take appropriate steps to demonstrate compliance with these principles and applicable data protection requirements.

International Data Transfers
Where personal data is transferred outside the UK, 7 Star Construction Services Ltd will ensure that appropriate safeguards are in place and that the transfer is carried out in accordance with applicable UK data protection legislation.

If the Company collects personal data in any form via its website, it will provide a clear and detailed privacy statement prominently on the website, and wherever else personal data is collected.

Lawful Basis for Processing

7 Star Construction Services Ltd will only process personal data where there is a lawful basis for doing so under UK data protection legislation.

Depending on the circumstances, this may include processing necessary for the performance of a contract, compliance with a legal obligation, the legitimate interests of the Company or a third party, or where valid consent has been obtained.

Where special category personal data is processed, the Company will ensure that an appropriate lawful basis and additional condition for processing applies.

Where consent is relied upon, it will be freely given, specific, informed and unambiguous. Individuals may withdraw their consent at any time.

Paul Malone
7 Star Construction Services Ltd
Managing Director

Dated 01.08.26

P. Malone