



Data Protection

What is personal data?

Personal data is defined as any piece of information which could identify an individual; that covers names and contact details, IP addresses and even CCTV footage.

What is special personal data?

Certain types of sensitive personal data are subject to additional protection under the GDPR. These are listed under Article 9 of the GDPR as “special categories” of personal data. The special categories are:


1. Personal data revealing racial or ethnic origin.
2. Political opinions.
3. Religious or philosophical beliefs.
4. Trade union membership.
5. Genetic data and biometric data processed for the purpose of uniquely identifying a natural person.
6. Data concerning health.
7. Data concerning a natural person’s sex life or sexual orientation

What data can be required from you at work?

Sites typically collect and store multiple pieces of information required during Site Inductions, on Delivery notes or Tool Hires, these may include – name and surname, address, phone number, email address, registration number. Businesses should carry out an audit of the personal data they collect and use across their organisations, and review existing processes for compliance with the GDPR, ensuring records are kept.

An example of a Site Induction with Personal and Special Personal data:

Safety Passport S/No: _____



Site Access & General Induction Form

Please Affix Recent Photograph

CONTRACT EXPIRY DATE:	
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INDUCTION BOOKING	
Date of Induction:	

Notes:

- The contractor staff must be at the Training Centre 30 minutes before the Induction
- Contractor to attach Work Permit of foreign workers with this form
- Contractor to submit Medical Report indication FIT for work directly to Vale Clinic

ONSHORE <input type="checkbox"/>	OFFSHORE <input type="checkbox"/>
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APPLICANT PERSONAL PARTICULARS			
Mr / Mrs / Miss			
Full Name (as in IC/PP)			
Position	NRIC/PP No.		
Birth Date	Marital Status		
Nationality	CIDB Card No.		
Company Name	CIDB Expiry Date		
Contact Phone No.	Blood Group		
Office Address			
Permanent Address			
Current Address			
Ethnicity		Hometown	

MANDATORY TRAINING RECORD FOR SKILLED / COMPETENCY WORK			
Competency	Training provider	Certification by	Validity period

What is data protection?

Data protection is a set of strategies and processes you can use to secure the privacy, availability, and integrity of your data. It is sometimes also called data security or information privacy.

Who must follow the principles?

Everyone responsible for using personal data must follow strict rules called “data protection principles”. They must make sure the information is accurate, used fairly, lawfully, and transparently and kept for no longer than necessary.

What controls the use of personal information?

The Data Protection Act 2018 controls how your personal information is used by organisations, businesses, or the government. The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR) that came into effect in May 2018 in the EU.

What happens to GDPR now that UK has left the EU?

The GDPR will be brought into UK law as the 'UK GDPR'. The UK-GDPR is almost word for word completely identical to the EU's GDPR.

What are the UK GDPR principles?

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

It requires your website to obtain the explicit consent from users before processing their personal data via cookies and third-party trackers; it requires you to safely store and document each valid consent; it requires your website to enable users to change their consent just as easily as they gave it; and it gives a set of rights to UK users, chief among them the right to delete and the right to have corrected already collected personal data.

What happens if you don't comply with UK GDPR?

Failure to comply with the principles may leave you open to substantial fines. Infringements of the basic principles for processing personal data are subject to the highest tier of administrative fines. This could mean a fine of up to £17.5 million, or 4% of your total worldwide annual turnover, whichever is higher.

How will it affect the construction industry?

Some construction businesses believe that the UK GDPR will not affect them. However, all employers should be reviewing their processes for handling employee data considering the UK GDPR.

Most construction companies these days do not directly employ many workers but will have some and are also likely to deal with personal data about individuals even where that labour has been procured by third parties. Exchange of data between the various parties involved in a construction project is common.

Personal data may also be collected through site access cards and CCTV. In addition, construction businesses will hold personal data about customers and suppliers.