

Coltart Contracts Ltd

Coltart Contracts is committed to complying with the requirements of the UK General Data Protection Regulation (UK GDPR 2021) and the Data Protection Act 2018.

The Company will ensure that all employees, contractors, consultants, or any other party who may have access to personal data held by the Company are fully aware of their duties under the Data Protection Act. Coltart Contracts needs to store and use certain information about its employees, clients, customers, and others to enable Coltart Contracts to deliver its business in an efficient manner. This data may be kept on paper, discs and/or computer systems. Such information will always have limited access and be kept secure. Information will be retained only if necessary, after which such information will be destroyed.

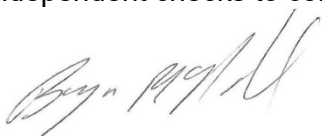
To ensure sound control of personal information the Company fully endorses and adheres to the following principles and we will ensure anyone responsible for using personal data will make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Extra care will be taken for more sensitive information, which includes references to areas such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

The Company will only request the minimum information required to ensure payments to contractors, suppliers, proof of ability / qualification to work, requests for CRB checks and other independent checks to confirm information supplied.



Bryan McPike

Joint Managing Director



Phyllis Carroll

Joint Managing Director

Approved and Signed 30th April 2025