Document: **JB-POLICY-004**	**BUSINESS AND STAFF DATA RESPONSIBILITIES POLICY**

BUSINESS AND STAFF DATA RESPONSIBILITIES POLICY

Introduction

Jones Bros Ruthin (Civil Engineering) Co Ltd has a responsibility to ensure all employees understand the company and personal responsibilities for the controlling and processing of data with particular importance on personal data. All Jones Bros employees must comply with UK and EU data laws:

- The Data Protection Act 2018
- European General Data Protection Regulation (GDPR).

Responsibilities

Jones Bros Ruthin (Civil Engineering) Co Ltd has a corporate responsibility to provide the right overall environment for successful management and use of personal information. Jones Bros Ruthin (Civil Engineering) Co Ltd will:

- Appoint a member of staff to monitor internal compliance, inform and advise on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the UK Information Commissioners Office (ICO). (Currently the Internal Project and Quality Manager)
- Communicate this policy to all staff members
- Make available appropriate training for everyone in Jones Bros
- Aim to provide modern, fast, flexible and reliable IT systems that are easy to use, and securely protect all documents, records and e-mail with access control
- Will identify and understand information risks, making sure they are expressed clearly and concisely, carefully managed, and appropriately presented to those responsible
- Ensure that people accessing the environments where information is processed have the appropriate access permissions
- Ensure that devices accessing these environments are also authenticated, and are appropriately secured against use by unauthorised people
- Establish systems and processes for protecting networks
- Establish data breach procedures where all Jones Bros Ruthin (Civil Engineering) Co Ltd staff can report security concerns direct to management.

Internal Project & Quality Manager will:

- Monitor compliance with the GDPR and UK data protection laws
- Monitor compliance with Jones Bros data protection policies and procedures
- Raise awareness of data protection through training and data audits
- Act as a contact point for the UK Information Commissioners Office (ICO).

Jones Bros Ruthin (Civil Engineering) Co Ltd department heads and site management teams will:

Assume data controller roles ensuring that all team and site members are adhering to the safe and secure handling of all data being collated, analysed, produced, processed and stored following all Jones Bros Ruthin (Civil Engineering) Co Ltd and procedures.

Jones Bros Ruthin (Civil Engineering) Co Ltd IT department manager is to:

- Provide monitoring, security and backup administration over the Jones Bros IT systems
- Administer IT systems and service access with the correct permission levels to all staff within Jones Bros.

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All Jones Bros Ruthin (Civil Engineering) Co Ltd employees should:

- Understand and abide by all legal obligations under the UK Data Protection Act and General Data Protection Regulations (GDPR)
- Know where to find published policies and procedures for data management
- Follow Jones procedures for labelling, storing, sharing, protecting and preserving information
- Attend Jones Bros information management training when available
- Report any data risks and all breaches of data to the Internal Project & Quality Manager or line manager
- Remember the importance of good Information security always, when processing personal data.

Review

This policy will be reviewed annually and any changes made communicated to all Jones Bros Ruthin (Civil Engineering) Co Ltd employees.



Hefin Lloyd-Davies
Director
November 2025