

As a company we are committed to protecting and respecting the privacy of personal information we hold. We want you to be confident that all our Clients, Customers, Employees, Contractors and Suppliers information will be properly protected whilst in our possession.

We also understand that in order that we meet with this commitment, we must comply with the requirements of the Data Protection Act 2018, General Data Protection Regulation 2016 and the Access to Medical Reports Act 1988 requirements.

We therefore take our legal responsibilities very seriously.

By submitting either:

- an enquiry Crane Hire, or Contract Lifting, or Access Plant Hire, or Training
- by registering a booking for a site visit or technical consultancy for Crane Hire, or Contract Lifting
- by entering into a contract for Crane Hire, or Contract Lifting, or Access Plant Hire, or Training
- by registering an interest in, and attending a training course or event
- other activities where we seek personal details;

... you have given permission for Southern Cranes and Access Limited to create and maintain records on you and your company which will be held in accordance with UK legislation.

Southern Cranes and Access Limited will not disseminate any data about any Clients, Customers, Employees, Contractors and Suppliers; to third parties except where you have given us your express permission or where Southern Cranes and Access Limited is legally required to do so. This means for example that we will need to, on their request, pass information on to Her Majesty's Revenue and Customs or other Governmental departments when and where necessary.

Southern Cranes and Access Limited will retain data records for as long as we are legally obliged to. After that time, the data will be erased or disposed of in a secure and safe manner and any affected party are entitled to request a copy of any data that Southern Cranes and Access Limited holds on them, and/or that it is erased; unless UK legislation requires it to be retained.

A handwritten signature in black ink, appearing to read 'R. Sadler'.

Robert Sadler
Assurance and HR Director

Date: 1st June 2023

SCA-POL-9006 06-23