



## Data Protection Policy

D&M Building Services Ltd may have to collect and use information about people with whom we work. These may include current, past and prospective employees, clients and suppliers. This personal information must be handled and dealt with properly, however it is collected, recorded and use, and whether it be on paper, in computer records or recorded by any other means and there are safeguards within the Data Protection Act 1998 to ensure this.

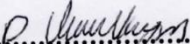
We regard the lawful and correct treatment of personal information as very important to our successful operation and to maintaining confidence between us and those with whom we carry out business. We will ensure that we treat personal information lawfully and correctly.

To this end we fully endorse and adhere to the Principles of Data Protection as set out in the Data Protection Act 1998.

### The Principles of data protection

The Act stipulates that anyone processing personal data must comply with the Eight Principles of good practice. These Principles are legally enforceable and require that personal information:-

- Shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met
- Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes

Signed   
Mr. David Llewellyn  
**Managing Director**