



Property | Maintenance | Fire Safety | Electrical

# DATA PROTECTION POLICY

In accordance with the UK GDPR and the Data Protection Act 2018

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## Document control

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## Policy statement

GND Group is committed to protecting the personal data of its employees, clients, residents, subcontractors and contacts, and to handling it lawfully, fairly and transparently in line with the UK GDPR and the Data Protection Act 2018.

This policy sits alongside the privacy notice published on our website and explains how we meet our obligations.

### The data protection principles

We handle personal data in accordance with the principles of the UK GDPR. Personal data must be:

- processed lawfully, fairly and transparently;
- collected only for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- accurate and kept up to date;
- kept no longer than necessary;
- kept secure against unauthorised access, loss or damage.

### Lawful basis

We process personal data only where we have a lawful basis, such as the performance of a contract, compliance with a legal obligation, our legitimate interests, or consent where required.

### Individual rights

We respect the rights of individuals under the UK GDPR, including the right to be informed, the right of access, and the rights to rectification, erasure, restriction, portability and objection. Requests are handled within the statutory time limits.

### Security and storage

Personal data is stored securely, with access limited to those who need it. Devices and accounts are protected, paper records are kept secure, and data is disposed of safely when no longer needed.

### Data breaches

Any actual or suspected personal data breach must be reported immediately to the Managing Director. Where a breach is likely to result in a risk to individuals, it will be reported to the Information Commissioner's Office within 72 hours, and affected individuals informed where required.

### Responsibilities

Overall responsibility for this policy rests with the Managing Director, Raheel Deen. Day-to-day responsibility is delegated to [name / role]. All employees and subcontractors who handle personal data must follow this policy and complete any data protection guidance provided.

This policy is communicated to all employees and is available to clients, subcontractors and other interested parties on request. It is reviewed at least annually and following any relevant change in law or circumstances.

Signed Raheel Deen	Date 10.6.26
Raheel Deen	Managing Director, GND Group