



SEAB Group Ltd

Building Confidence, Every Step

GDPR & Data Protection Policy

Last updated: October 2025

1. Policy Statement

SEAB Group Ltd is committed to protecting the privacy, confidentiality, and security of all personal data we collect and process. We comply with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, and all other relevant legislation.

This policy outlines how we collect, use, store, protect, and share personal data relating to our employees, customers, suppliers, partners, contractors, and website users.

We take data protection seriously and ensure that personal information is processed lawfully, fairly, and transparently.

2. Definitions

Personal Data: Any information relating to an identifiable individual (e.g., name, address, email, phone number, financial details).

Special Category Data: Sensitive personal data such as medical information, ethnicity, or criminal records (handled only when necessary and with additional safeguards).

Processing: Any action performed on data such as collecting, recording, storing, using, sharing, or deleting.

3. How We Collect Personal Data

We may collect personal data through:

- Enquiries made via our website, email, phone, social media or in person
- Site surveys, quotations, contracts, and service agreements
- Employment applications and personnel records
- Subcontractor onboarding and compliance forms
- Use of cookies and tracking tools on our website



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4. Types of Personal Data We Process

- Names, addresses, email addresses, telephone numbers
- Property details required for quotations or installations
- Identity documents for compliance and financial records
- Payment and invoice information
- Job history, qualifications and emergency contact information for staff
- System data from solar installations, monitoring platforms or maintenance systems

We **do not** share or sell personal information to third parties for marketing purposes.

5. Lawful Basis For Processing

We process personal data under the following lawful grounds:

- **Contractual necessity** – to provide a quotation, deliver products/services, or perform a contract
- **Legal obligation** – including tax, insurance, and regulatory compliance
- **Legitimate interests** – necessary for business operation and project management
- **Consent** – for marketing communication or optional data collection

Individuals have the right to withdraw consent at any time.

6. How We Use Personal Data

We may use personal data to:

- Provide quotations, installations, maintenance and customer service
- Manage employee and subcontractor records
- Maintain safety, compliance and certification documentation
- Process payments and invoicing
- Meet legal and audit requirements
- Improve our services, digital systems, and communication



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7. Data Storage, Security & Retention

We ensure that personal data is stored securely using:

- Password-protected systems
- Encrypted devices and secure cloud storage
- Restricted access controls

Personal data will be kept only for as long as necessary:

Type of Data	Retention
Customer records & invoices	6–7 years (legal requirement)
Contract files & project documentation	Duration of warranty + legal period
Employee & subcontractor records	Duration of employment + 6 years
Marketing data	Until consent is withdrawn

After the retention period, data will be securely deleted or destroyed.

8. Sharing Personal Data

We may share personal information only when necessary with:

- Professional partners such as MCS, auditors, insurers, or accreditation bodies
- Subcontractors and delivery partners who require the information to carry out work
- Technology providers required to operate business systems (e.g., CRM, monitoring platforms)
- Legal authorities where required by law

All third parties must comply with GDPR and protect the data they receive.

9. Individual Rights

Under UK GDPR, individuals have the following rights:




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- To be informed about how their data is used
- To access a copy of personal data we hold (Data Subject Access Request)
- To request correction or deletion of information
- To restrict processing or object to certain uses
- To request transfer of data to another provider

Requests will be responded to within **30 days**.

Data access requests can be submitted to:

 info@seabgrouppltd.co.uk

10. Data Breaches

In the event of a data breach that poses a risk to individuals:

- SEAB Group Ltd will report the breach to the ICO within **72 hours**
- Affected individuals will be informed without undue delay
- Investigations and corrective actions will be recorded

11. Responsibilities

Role	Responsibility
Director – Anis Ben Sghaier	Data Protection Lead & Compliance Oversight
All employees & subcontractors	Must follow this policy & handle data securely

Failure to follow this policy may result in disciplinary action.

12. Monitoring & Review

This policy is reviewed annually or sooner if required by:

- Regulatory changes
- Business growth or new systems



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- Issues or incidents

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