

DATA PROTECTION LIMITED

Huber Parking UK Limited

Huber Parking UK Limited designs and builds multi storey car parks. The personal data it processes to provide these services relate to its clients, staff, subcontractors, and suppliers, as well as other individuals as necessary.

This policy sets out Huber Parking UK Limited's commitment to ensuring that any personal data processing is carried out in compliance with data protection law. HUBER further ensures that good data protection practice is imbedded in the culture of its staff and the organisation.

'Data Protection Law' means compliance with the Data Protection Act 2018 (DPA 2018) and the UK GDPR.

This policy applies to all personal data processed by Huber Parking UK Limited and is part of its approach to compliance with data protection law. Our employees are expected to comply with this policy and failure to comply may lead to disciplinary action for misconduct, including dismissal.

Data protection principles:

Huber Parking UK Limited complies with the data protection principles set out below. When processing personal data, we ensure that:

- It is processed lawfully, fairly, and in a transparent manner;
- It is collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- It is all adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed;
- It is all accurate and, where necessary, kept up to date and reasonable steps will be taken to ensure that inaccurate personal data is erased or rectified without delay;
- It is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed;
- It is processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Huber Parking UK Limited will facilitate any request from a data subject who wishes to exercise their rights under data protection law without undue delay.

Procedures

Huber Parking UK Limited will:

- Ensure that the processing of personal data complies with the law;
- Not do anything with any data which would not be expected given the content of this policy and the fair processing or privacy notice;
- Ensure that appropriate privacy notices are in place advising employees and others how and why their data is being processed, and, in particular, advising data subjects of their rights;
- Only collect and process the personal data that it needs for purposes it has identified in advance;

- Ensure that, as far as possible, the personal data it holds is accurate, or a system is in place for ensuring that it is kept up to date as far as possible;
- Only hold onto personal data for as long as it is needed, after which time it will be deleted;
- Ensure that appropriate security measures are in place to ensure that personal data can only be accessed by those who need to access it and that it is held and transferred securely.

Huber Parking UK Limited will ensure that all employees who handle personal data on its behalf are aware of their responsibilities under this policy and other relevant data protection and information security policies, and that they are adequately trained and supervised.

Breaching this policy may result in disciplinary action for misconduct, including dismissal. Obtaining (including accessing) or disclosing personal data in breach of Huber Parking UK Limited's data protection policy may also be a criminal offence.

Data Subject Rights

Huber Parking UK Limited is aware that any individual can exercise their rights under data protection law and would facilitate any request made. All requests will be considered without undue delay.

If you have any concerns or wish to exercise any of your rights under the UK and EU GDPRs, then you can contact the data protection officer in the following way:

Huber Parking UK Limited, Data Protection Officer, 8 Waterside Drive, Langley Business Park, Langley, SL3 6EZ; or by email: dataprotection@huber-parking.com

This policy was last updated in January 2025 and shall be regularly monitored and reviewed.

Langley, January 2025



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