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L LYNCH PLANT HIRE & HAULAGE LTD
UK-GENERAL DATA PROTECTION REGULATION (UK-GDPR)

DATA SECURITY POLICY & PROCEDURE – QP33

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DATA SECURITY POLICY

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1 PURPOSE

This policy establishes an effective, accountable and transparent framework for ensuring high standards of data security at L Lynch Plant Hire & Haulage Ltd.

2 SCOPE

This policy applies across all entities or subsidiaries owned, controlled, or operated by L Lynch Plant Hire & Haulage Ltd and to all employees, including part-time, temporary, or contract employees.

3 POLICY STATEMENT

Physical security

The L Lynch Plant Hire & Haulage Ltd office is under CCTV 24x7 security protection, at both premises level and floor level to ensure only authorised individuals have access to the building and the L Lynch Plant Hire & Haulage Ltd office. At the premises level, the building's perimeter is secured by barriers. At the floor level a door entry system is in place to authorise individuals before entry. Employees are granted access to the office only after authorisation using door entry fobs. Critical locations in the office are accessible only to authorised individuals.

Important documents are stored in cabinets that can only be accessed by pre-authorised individuals. The office is equipped with surveillance cameras and their footage is monitored periodically by authorised individuals. Fire alarms are in place to detect and mitigate damage in the unlikely event of a fire. Regular fire drills are also conducted by the premises management team to educate employees about emergency evacuation procedures. The office is provided with 24x7 power supply, supported by an alternative uninterrupted power supply system to ensure servers remain functioning in the event of power failure.

Data Security

L Lynch Plant Hire & Haulage Ltd takes the protection and security of its customers' data very seriously and has appropriate controls in place to manage the security of its application and customers' data. However, provisioning and access management of individual accounts is at the discretion of individual business owners.

We collect limited information about customers - name, address, email address and phone number - which are retained for account creation. A postal address(es) is requested and retained by L Lynch Plant Hire & Haulage Ltd for delivery and billing purposes and a PCI compliant payment processor is used.

We will use appropriate technical and organisational measures to keep personal data secure, and in particular to protect against unauthorised or unlawful processing and against accidental loss, damage or destruction.

Maintaining data security means making sure that

- a. Only people who are authorised to use the information can access it;
- b. Where possible, personal data is pseudonymised or encrypted;
- c. Information is accurate and suitable for the purpose for which it is processed; and
- d. Authorised persons can access information if they need it for authorised purposes.

By law, we must use procedures and technology to secure personal information throughout the period that we hold or control it, from obtaining to destroying the information.

Personal information must not be transferred to any person to process (e.g. while performing services for us or, on our behalf), unless that person has either agreed to comply with our data security procedures or we are satisfied that other adequate measures exist.

Security procedures include

- a. Any desk or cupboard containing confidential information must be kept locked;
- b. Computers should be locked with a strong password that is changed regularly or shut down when they are left unattended and discretion should be used when viewing personal information on a monitor to ensure that it is not visible to others;
- c. Data should never be saved directly to mobile devices such as laptops, tablets or smartphones;
- d. All servers containing sensitive personal data must be approved and protected by security software;
- e. Servers containing personal data must be kept in a secure location, away from general office space;
- f. Data will be regularly backed up in line with L Lynch Plant Hire & Haulage Ltd's processes.

Operational Security

All employees are provided with adequate training about the information security policies of the company and are required to sign that they have read and understood the company's security-related policies. Confidential information about the company is available for access only to select authorised L Lynch Plant Hire & Haulage Ltd employees.

Employees are required to report any observed suspicious activities or threats. The human resources team takes appropriate disciplinary action against employees who violate organizational security policies. Security incidents (breaches and potential vulnerabilities) can be reported by customers through our portal at L Lynch Plant Hire & Haulage Ltd.com or via email: UK-GDPR@l-lynch.com

L Lynch Plant Hire & Haulage Ltd maintains an inventory of all information systems used by employees for development purposes in an internal service desk. Only authorised and licensed software products are installed by employees. No third parties or contractors manage software or information facilities, and development activity is outsourced. All employee information systems are authorised by the management before they are installed or put to use.

The company has a *Data Protection Policy*, approved by the Board of Directors.

Network Security

Network security is discussed in detail in this section from the perspective of the development centre, and the network where the application is hosted.

The L Lynch Plant Hire & Haulage Ltd office network is secured by industry-grade firewalls and antivirus software, to protect internal information systems from intrusion. Access to the production environment is via SSH and remote access is possible only via the office network. Audit logs are generated for each remote user session and reviewed. Also, the access to production systems are always through a multi-factor authentication mechanism.

4 RESPONSIBILITIES

Regulatory Compliance

All formal processes and security standards at L Lynch Plant Hire & Haulage Ltd are designed to meet regulations at the industry, state and European Union levels.

As the processors of personal information on behalf of our customers, we follow their instructions with respect to the information they control to the extent consistent with the functionality of our service. In doing so, we implement industry standard security, technical, physical and administrative measures against unauthorised processing of such information and against loss, destruction of, or damage to, personal information as more fully described in L Lynch Plant Hire & Haulage Ltd's Data Protection Policy.

We work with our customers to help them provide notice to their customers concerning the purpose for which personal information is collected and sign Standard Data Processor Agreement (for data processors) with them to legitimize transfers of personal data from EU to processors established in third countries as may be required under the UK-GDPR.

Reporting issues and threats

If you find any issues or flaws impacting the data security or privacy of L Lynch Plant Hire & Haulage Ltd users, please write to UK-GDPR@l-lynch.com with the relevant information so we can get working on it right away.

Your request will be looked into immediately. We might ask for your guidance in identifying or replicating the issue and understanding any means to resolving the threat right away. Please be clear and specific about any information you give us.

Records management

All records relevant to administering this policy and procedure will be maintained in accordance with our Data Retention schedule.

5 TERMS AND DEFINITIONS

General Data Protection Regulation (UK-GDPR): the General Data Protection Regulation (UK-GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU). It also addresses the export of personal data outside the EU.

Data Controller: the entity that determines the purposes, conditions and means of the processing of personal data

Data Processor: the entity that processes data on behalf of the Data Controller

Data Protection Authority: national authorities tasked with the protection of data and privacy as well as monitoring and enforcement of the data protection regulations within the Union

Data Protection Officer (DPO): an expert on data privacy who works independently to ensure that an entity is adhering to the policies and procedures set forth in the UK-GDPR

Data Subject: a natural person whose personal data is processed by a controller or processor

Personal Data: any information related to a natural person or 'Data Subject', which can be used to directly or indirectly identify the person

Privacy Impact Assessment: a tool used to identify and reduce the privacy risks of entities by analysing the personal data that are processed and the policies in place to protect the data

Processing: any operation performed on personal data, whether or not by automated means, including collection, use, recording, etc.

Profiling: any automated processing of personal data intended to evaluate, analyse, or predict data subject behaviour

Regulation: a binding legislative act that must be applied in its entirety across the Union

Subject Access Right: also known as the Right to Access, it entitles the data subject to have access to and information about the personal data that a controller has concerning them

6 RELATED LEGISLATION AND DOCUMENTS

- [Regulation \(EU\) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC \(General Data Protection Regulation\)](#)
- L Lynch Plant Hire & Haulage Ltd Data Protection Policy

7 FEEDBACK AND SUGGESTIONS

- 7.1 L Lynch Plant Hire & Haulage Ltd employees may provide feedback and suggestions about this document by emailing UK-GDPR@l-lynch.com

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Data Protection Officer	Head of HSQE and Digital IT Director
Next Review Date	15/10/26

Approval and Amendment History	Details
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V4	Annual review