

INTEXCLEAN

CLEANING SPECIALIST SERVICES

DATA PROTECTION POLICY

Document	Data Protection Policy
Policy reference	POL-DP-001
Version	1.0
Effective date	17 August 2026
Review	At least annually and following material legal or operational change
Approved by	Intexclean Management

Professional Cleaning. Specialist Expertise. Dependable Results.

1. Purpose

Intexclean is committed to handling personal information lawfully, fairly, transparently and securely. This policy sets out the principles and responsibilities that apply when Intexclean processes personal data relating to employees, applicants, clients, suppliers, contractors and other individuals.

2. Data Protection Principles

- Personal data will be processed lawfully, fairly and transparently.
- It will be collected for specified, explicit and legitimate purposes and not used incompatibly with those purposes.
- Only personal data that is adequate, relevant and limited to what is necessary will be collected.
- Reasonable steps will be taken to keep personal data accurate and up to date.
- Personal data will not be kept for longer than necessary for the relevant purpose, subject to legal and contractual retention requirements.
- Appropriate technical and organisational measures will be used to protect personal data against unauthorised access, loss, destruction, alteration or disclosure.
- Intexclean will maintain appropriate accountability for its processing activities.

3. Lawful Processing and Special Category Data

Intexclean will identify an appropriate lawful basis before processing personal data. Where special category or criminal-offence data is processed, the company will identify any additional legal condition required and apply enhanced safeguards where appropriate.

4. Individual Rights

Individuals may have rights including access to their personal data, correction of inaccurate data, erasure or restriction in certain circumstances, objection to certain processing, data portability where applicable, and rights relating to solely automated decisions. Requests will be handled in accordance with applicable law.

5. Recruitment and Employment Records

Intexclean may process information required to recruit, employ, pay, manage and protect its workforce, including contact details, payroll information, attendance, training, qualifications, right-to-work evidence and other employment records. Access will be restricted to those who need the information for legitimate purposes.

6. Clients, Suppliers and Site Information

Contact details, quotations, contracts, site records, photographs, communications and other business information may contain personal data. Staff must use this information only for authorised business purposes and must take particular care when photographs or reports could identify individuals.

7. Security, Retention and Disposal

- Personal data must be stored in approved systems and protected by appropriate access controls.
- Paper records containing personal data must be secured and disposed of confidentially.
- Retention periods will reflect legal, contractual and operational needs. Data that is no longer required will be securely deleted or destroyed.

8. Data Incidents

Any suspected loss, unauthorised disclosure, cyber incident or other personal-data breach must be reported to management immediately so that the company can assess containment, documentation and any notification obligations.

9. Training and Responsibility

Everyone handling personal data on behalf of Intexclean is responsible for following this policy and any related procedures. Appropriate guidance or training will be provided according to role and risk.

Policy owner: Intexclean Management

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This policy is intended as an internal company policy and website document. It should be reviewed alongside current UK legislation and official guidance as the business grows or its processing, workforce or supply-chain arrangements change.