



FLAMESTAR LTD

Registered Office:
142-143 Parrock St
Gravesend, DA12 1EY
T: 0330 1331 221
E: info@flamestarltd.com
W: www.flamestarltd.com

GDPR / Data Protection Policy

Trading as Crestone Property Maintenance

Document Title	GDPR / Data Protection Policy
Document Reference	FLS-DP-POL-019
Version	1.0
Issued By	Amandeep Singh, Director
Date of Issue	June 2026
Next Review Date	June 2027
Applies To	All directors, employees, operatives, sub-contractors, agency workers and visitors

1. Purpose

This policy sets out how Flamestar Ltd (trading as Crestone Property Maintenance) collects, processes, stores and protects personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It ensures that the personal data of employees, candidates, clients, residents and suppliers is handled lawfully, fairly and securely.

2. Scope

This policy applies to all personal data processed by the Company in any format, and to all directors, employees, operatives, subcontractors and agency workers who handle personal data on the Company's behalf.



FLAMESTAR LTD

Registered Office:
142-143 Parrock St
Gravesend, DA12 1EY
T: 0330 1331 221
E: info@flamestarltd.com
W: www.flamestarltd.com

3. Responsibilities

- The Director (Amandeep Singh) is accountable for data protection compliance and acts as the Company's data protection contract.
- All staff handling personal data must complete data protection awareness and follow this policy.
- Sub-contractors and third parties processing data on our behalf must do so underwritten agreements with appropriate safeguards.

4. Data Protection Principles

The Company adheres to the principles of the UK GDPR. Personal data shall be:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes only.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Kept no longer than necessary.
- Processed securely, protecting against unauthorized access, loss or damage.

5. Lawful Basis & Data Subject Rights

The Company processes personal data only where a lawful basis applies, such as consent, contract, legal obligation or legitimate interests. Individuals have the right to be informed, to access their data, to rectification, to erasure, to restrict or object to processing, and to data portability. Requests will be handled within statutory timescales (normally one calendar month).

6. Data Security

- Access to personal data is restricted to authorized personnel on a need-to-know basis.



FLAMESTAR LTD

Registered Office:
142-143 Parrock St
Gravesend, DA12 1EY
T: 0330 1331 221
E: info@flamestarltd.com
W: www.flamestarltd.com

- Electronic data is protected by passwords, encryption where appropriate and secure storage.
- Paper records are stored securely and disposed of confidentially.
- Personal data is not transferred outside the UK without appropriate safeguards.

7. Data Breaches

All actual or suspected personal data breaches must be reported immediately to the Director. Notifiable breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours, and affected individuals are informed where there is a high risk to their rights and freedoms.

8. Compliance & Legal Statement

This policy is made in accordance with the UK GDPR, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations (PECR). Breach of this policy may result in disciplinary action and, where relevant, regulatory or legal consequences.

9. Review & Monitoring

This policy is reviewed annually, or sooner if legislation changes. It was issued in June 2026 and is next due for review in June 2027.

Authorization & Sign-Off

This policy has been authorized and approved for issue by the Director of Flamestar Ltd.

Approved by:	Amandeep Singh
Position:	Director
Signature:	<i>Amandeep Singh</i>