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Services to the Onshore Natural Gas Industry

Data Protection Policy

Information is a key asset to our clients and its correct handling is vital to the delivery of our services and the integrity of Wilcocks. Wilcocks complies with legal and regulatory obligations and client requirements in respect of data and information security and is committed to ensuring the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification, or destruction in order to provide confidentiality, integrity and availability.

As a recruitment business we hold personal information on individuals that have requested that we seek placements for them and on personnel who have been assigned to us from our clients, as well as on our own employees. The information that is held relates only to that needed to detail their experience, qualifications, eligibility to work and that needed by our quality and health and safety management systems to assess and control risk and prove compliance with the client's requirements and our legal responsibilities.

Electronically stored information is subject to numerous security measures and is managed at all times in a way that reduces risk to our business, our customers and all interested parties to a manageable and acceptable level. Staff training in data protection and risk management procedures ensures that this is undertaken in a controlled manner. We strive to minimise the risks of an information security incident.

Any hard copy information received is scanned and saved electronically with the original information then sent for confidential waste paper recycling.

Issue of any personal information from the company is strictly controlled and other than the issue of CV's and details to allow payments to be made, requires the specific approval of the Managing Director, who in conjunction with the company's Compliance Manager, ensures that the GDPR and Data Protection Act is complied with.

All consultants placed by the company and all employees can request, at any time, sight of the information held about them and are actively encouraged to assist the company in keeping all personal information up to date and accurate.

The company is registered with the Information Commissioner's Office (ICO) and complies with the Data Protection Act 2018, GDPR and REC guidelines in relation to the control of personal data. These requirements are also built into the company quality management system which is audited externally as part of the company accreditation.

Graham Wilcock, Managing Director
21st May 2026

Rev. 11 Reviewed following Management Review Meeting 14/05/2026

Certificate Number 2456 Certificate Number 2456 Certificate Number 2456

Wilcock Consultants Limited is an Employment Business
Wilcock Consultants Limited: Registered in England and Wales No: 2927854.
Registered Office: The Cinema Studio, Palace Building, Main Street, Grange-over-Sands, Cumbria, LA11 6AB
Registered under the Data Protection Act 2018 and GDPR 2018