

Danny Sullivan Group

Privacy and Information Security
Training



DANNY SULLIVAN
GROUP

Russell Deards General Counsel & Company Secretary

- Your data, our responsibility
- Cyber and Information Security, much like our range of compliance procedures, needs to be constantly updated.
- There is no data privacy without data security



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Privacy and Information Security

Your Data = Our Responsibility



“It Won’t Happen to Me...”

Quick question...

If someone got hold of your bank details and emptied your wages before payday, would that matter?

Of course it would.

That’s why today we’re talking about privacy and information security, because the data we handle at work includes your personal details and that of your colleagues and our customers.”



What Are We Talking About?

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- Personal data includes:
- Your name and address
- National Insurance number
- Bank details
- Passport / right-to-work documents
- Emergency contact details
- Training cards and certificates
- Medical or occupational health information
- Timesheets and pay records

If it identifies a person, it's personal data.

And DSG must protect it under:

- UK GDPR
- Data Protection Act 2018
- Data (Use and Access) Act 2025



Why DSG Collects Your Data

We collect information to:

- Pay you correctly
- Put you on the right site (if you work on client sites)
- Check right-to-work
- Record training and qualifications
- Meet health & safety requirements
- Prevent fraud
- Comply with HMRC

We don't collect information without a good reason.



What This Means On-Site

This isn't just an office issue. Privacy applies on site every day.

Real Site Situations

- Leaving timesheets in the canteen
- Taking photos of ID documents on your phone
- WhatsApping someone's passport copy
- Discussing a colleague's medical condition openly
- Leaving paperwork in an unlocked van
- Sharing emergency contact details without permission

These are all data risks.

And sometimes breaches happen by accident, but they're still serious.

I'm sure we all remember the M&S cyber-attack that took place in April 2025 causing M&S to experience significant operational disruption forcing them to halt online orders and affect their in-store systems for several weeks.

In February 2026 Reddit was issued with a £14.47 million fine as ICO's investigation found that Reddit had used children's personal information unlawfully.

Phones & Social Media

Be careful with:

- Site photos that show personal details
- Screens showing payroll systems
- Photos of accident books
- Sharing documents via personal email
- If it contains someone's information, think before you share.



How DSG Protects Data

DSG uses:

- Encrypted systems
- Secure cloud storage
- Access controls
- Role-based permissions
- Staff training

But security only works if we all do our part.



What If Something Goes Wrong?

Report it immediately if:

- You lose paperwork
- Your device is stolen
- You send information to the wrong person
- You think someone accessed records they shouldn't
- You see personal data left unsecured

The quicker it's reported, the quicker it can be fixed.

Report to your line manager and/or our Data Protection Officer (DPO) :

- rezam@dannysullivan.co.uk
0208 961 1900



A Simple Test

Before handling or sharing information, ask yourself:

- ✓ Do I need this for my job?
- ✓ Am I keeping it secure?
- ✓ Would I want my details treated this way?

If unsure, stop and ask.

Remember

This isn't about paperwork, it's about protecting:

- ✓ Your wages
- ✓ Your identity
- ✓ Your family's contact details
- ✓ Your reputation

Privacy and information security protect all of us.

Let's treat personal data with the same care we treat site safety.

Let's all act in accordance with DSG's Values



Our Values

Be Fair	Be Committed	Be Well	Be Courageous
Inclusive Ensure an equal, diverse and inclusive workplace	Team Players Working as an intrinsic team across all levels	Creative Find innovative solutions to work more efficiently	Deliver Deliver the best quality staff to our customers
Supportive Support vulnerable groups	Client First Work with our clients to achieve all goals	Safe Environment Get everyone home safely everyday	Train Highest level of education, training and opportunities for our staff
Conscious Minimise our impact on the environment	Considerate Work with our competitors to deliver a common goal	Have Integrity Influence the culture of the workplace to always do the right thing	Rise Above Exceed expectation
Fair Provide fair pay, rigorous data and financial management	Creative Find innovative solutions to work more efficiently	Supporting Wellbeing We focus on our staff's wellbeing - physically and mentally	Excellence Always go the extra mile



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Together We Make The Difference

- OUR VALUES
 - Creative
 - Excellence
 - Fair
- If you see something, say something
- Lets talk...
- Thank you for playing your part

