

General Data Protection Regulation Privacy Notice

Introduction

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the UK and abroad. It should be noted that GDPR does not apply to information already in the public domain.

Scope

This privacy notice is applicable to anyone whose personal data the company processes.

Responsibilities

The Office Manager is responsible for making new joiners aware of this privacy notice and for ensuring the company is compliant with the GDPR.

Definitions

Personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

Personal Data

The company processes personal data for a variety of reasons including:

- To administer the health and safety of its employees and sub-contractors;
- To manage the training and competence of its workforce;
- To engage with customers and understand their expectations;
- To engage with suppliers and understand their capabilities;
- To make payments.

Some personal data may be collected from forms and surveys, from records of correspondence and phone calls, face to face contact and visits to our premises, our website and social media accounts. The company will only collect the information needed to conduct its legitimate business. Any personal information held can be accessed by the data subject in accordance with the GDPR.

Legal basis for processing any personal data

To meet the organisation's legal obligations to its employees and its contractual obligations to its clients.

Consent

Through agreeing to this privacy notice you are consenting to the company processing your personal data for the purposes outlined.

Disclosure

The company may on occasions pass your personal information to third parties exclusively to process work on its behalf. The company requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR.

The company does not pass on your information without your consent. However, we may disclose your Personal Information to meet legal obligations, regulations or valid governmental requests. The agency may also enforce its Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of the company, its clients and/or the wider community.

Retention Policy

We will process personal data during the duration of any contract and will continue to store only the personal data needed for five years after the contract has expired to meet any legal obligations.

After five years any personal data not needed will be deleted permanently and irretrievably.

Data storage

Data is held in the UK using different (multiple) servers and storage media and does not store personal data outside the UK.

Your rights as a data subject

At any point whilst we are in possession of or processing your personal data, all data subjects have the following rights:

Right of access – you have the right to request a copy of the information that we hold about you.

Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.

Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.

Right to restriction of processing – where certain conditions apply you have a right to restrict the processing.

Right of portability – you have the right to have the data we hold about you transferred to another organisation.

Right to object – you have the right to object to certain types of processing such as direct marketing.

Right to object to automated processing, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.

If the company refuses your request under rights of access, we will provide you with a reason as to why, and you will have the right to legally challenge our decision.

The information you can request:

At your request we can confirm what information we holds about you and how it is processed. You can also request the following:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the person responsible for data protection.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of the company or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it was not collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access what personal data is held, identification will be required

The company will accept the following forms of ID when information on your personal data is requested: a copy of your national ID card, driving license, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If we are dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to the Office Manager or by phoning +44 1305 820777 or writing to us at the address further below.

Complaints

If you wish to make a complaint about how your personal data is being processed by the company or its partners, you have the right to complain to the Managing Director. If you do not get a response within 30 days you can complain to the Data Protection Regulator.

Contacts

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Data Protection Regulator

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

+44 (0) 303 123 1113 (local rate)

+44 (0) 1625 545 745

casework@ico.org.uk

<https://ico.org.uk>