

Data Protection Privacy Policy

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Anglia Safety Electrical and Testing Ltd “**The Company**” are committed to respecting and safeguarding your privacy and the processing of your personal information for legitimate and lawful business purposes in line with the General Data Protection Regulation (GDPR) compliance.

The new regulation ensures and enforces your right to have your privacy respected and your data protected. It also enables you to have easier access to the personal information organisations hold about you to ensure it is accurate, up to date and processed lawfully and fairly.

The company acts as both a “data controller” and “data processor”.

The company is committed to protecting the rights and freedoms of data subjects ensuring the safe and secure processing of their data in accordance with the GDPR regulations. The company will comply with GDPR and will ensure that all personal data is fairly and lawfully obtained and processed and securely held, in accordance with this policy.

How we receive your data

The Company receives your data either directly from you (“**the data subject**”) or from any other company or business by whom we are instructed or contracted to carry out works or services (“**the third party**”). Data is received either manually or electronically.

Principles of the GDPR

The data protection principles set out the main responsibilities for organisations and stipulates the following for personal data:

1. Lawful, fair and transparent
2. Limited for its purpose
3. Data minimisation
4. Accurate
5. Retention
6. Integrity and Confidentiality

The data we hold to carry out enquiries, instructions or contracts to complete works or services

We will only hold the necessary “Personal Data” that is required to respond to enquiries, instructions or contracts for works or services provided.

For further information on the different classifications of data please refer to the ICO’s website at <https://www.ico.org.uk>

What we do with your data

As a provider of works and services our **lawful basis** for processing your data is:

- **Contract:** the processing of your personal data is necessary to respond to enquiries, instructions and contracts for works and services carried out, or because you have asked us to take specific steps before entering into a contract with us.
- **Legal obligation:** the processing is necessary for the company to comply with the law, industry regulation and contractual obligations.

When we process your data for these purposes the company will ensure that we always keep your Personal Data rights in the highest regard and take into account all of your data protection rights in compliance with the General Data Protection Regulation and the safeguarding of your data.

Who do you share my data with?

The company will only share data with other entities when we have consent from you. We may share your data with other providers in connection with your enquiry, instruction or contract for works and services. In addition to this we also have legal and regulatory obligations to share your data with government bodies (HMRC), or industry standard bodies such as NICEIC, NAPIT.

We will not under any circumstances share or process your data for any marketing purposes unless you have consented for us to do so.

Your rights

You as the “**Data Subject**” have the following:

- The right to be informed
 - You have the right to be informed of how we use and collect your data
- The right of access
 - You have the right to access your personal data
- The right to rectification
 - You have the right to correct any information we hold about you either verbally or in writing
- The right to erase
 - This is not an absolute right and only applies in certain circumstances
- The right to restrict processing
 - Data Subjects have the right to request the restriction of their personal data however this is not an absolute right and only applies in certain circumstances
- The right to data portability
 - The right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services
- The right to object
 - Data Subjects have the right to object to;
 - Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
 - Direct marketing
 - Processing for purposes of scientific/historical research and statistics
- Rights in relation to automated decision making and profiling
 - The GDPR has provisions on:
 - Automated individual decision-making (making a decision solely by automated means without any human involvement) and;
 - Profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision making process.

For further information on and detail on any of the above please refer to <https://www.ico.org.uk>

How long do you hold my data?

We are required by law to hold your information for as long as is necessary to comply with our statutory and contractual obligations and in accordance with our legitimate interests as data controller. Retaining your personal data once your contractual obligations have been settled will assist us, should we receive contact in the future regarding any aspect of your enquiry, instruction or contract for works and services completed. The company reviews retention periods periodically in line with industry and regulation standards.

Data Security

The company ensures that appropriate technical and organisational measures are taken to safeguard personal data.

Our systems are hosted in securely managed environments where appropriate disaster recovery and backup up procedures are in place.

Subject Access Requests

Data Subjects have the right to access their personal and supplementary information. The right of access allows individuals to be aware of and verify the lawfulness of the processing. The data subject will have the right to obtain:

- Confirmation that their data is being processed
- Access to their personal data and other supplementary information.

How we keep you informed of any changes

Any policy changes will be posted on our website.

If you are unhappy with any aspect of how your information is has been collected and/or used, you can make a complaint to the Managing Director, in writing, by email or phone:

Anglia Safety Electrical and Testing Ltd

Contact: Ian Rivett, Managing Director

Tel: 01603 480460

Email: info@angliasafety.co.uk

Address: Unit 19D, Alston Road, Hellesdon Park Industrial Estate, Norwich, NR6 5DS

You can also report concerns to The Information Commissioner's Office by phone on 0330 123 1113 or further contact details can be found at <https://ico.org.uk/global/contact-us/>

If you would like any further information on the GDPR please visit the Information Commissioners Office (ICO) web-site: <https://www.ico.org.uk>

Anglia Safety Electrical and Testing Ltd respect your privacy, we do not process your data unnecessarily or unfairly and are committed to keeping your data safe. Anglia Safety Electrical and Testing Ltd do not under any circumstances sell data.

Anglia Safety Electrical and Testing Ltd: Registered Office - 54 Thorpe Road, Norwich, NR1 1RY.

Company registration number: 551770