



## **GDPR Privacy Policy**

**This privacy policy is provided to you by Aspect Ceilings and Partitions Limited which is the controller for your data.**

### **Website**

You may visit our website without providing your name or contact details. However, you may choose to complete and submit your details, (name, address, business, email address, telephone number) if making an enquiry over services or vacancies. If you do so, you consent to us processing your data. Your details will be kept securely, they will not be shared with any third party unless we are duty bound to do so for statutory or legal reasons. You may at any time request that your data be removed from our system. We will then ensure your data is removed unless it is essential for statutory or legal reasons.

### **Suppliers**

If you supply goods, products or services to us, you consent to us using your personal or company data for the following purposes. It may be necessary for your data may to be transferred electronically between secure password protected systems. Your data will be transferred out of the EEA to Dropbox in the United States. The United states is only partially covered by a commission adequacy decision however your data will be encrypted and kept in secure servers across the United States.

- To manage your account
- To manage deliveries or installations
- To deal with enquiries and complaints
- For insurance purposes
- For record keeping purposes

You may at any time request that we remove your details from our systems which we will do unless it is essential for statutory or legal reasons.

Additionally, for labour only suppliers we will keep your details in connection with any training certificates you hold that are relevant or essential to the installations which you have agreed to provide. This data may be passed to a third party solely in connection with the specific installation you are involved with and only after having received the third party`s assurance that they will maintain your data under the General Data Protection Regulation.

## **Employees**

Employees consent to Aspect Ceilings and Partitions Limited holding your personal data in a secure password protected electronic system. We may transfer some of the data electronically by a secure password protected system for the following purposes. Your data will be transferred out of the EEA to Dropbox in the United States. The United states is only partially covered by a commission adequacy decision however your data will be encrypted and kept in secure servers across the United States.

- To comply with any current employment legislation
- To manage your salary, expenses or pension contributions
- To provide proof, if proof is necessary or required, of education or training certificates
- To claim grants pertinent to your training

## **Generally**

Data we store on you or your company is direct data provided by yourselves. Provision of this data is usually mandatory in order for Aspect and you to discharge your statutory or legal obligations and undertake your role.

This data is stored either;

- electronically within a password secured environment Your data will be transferred out of the EEA to Dropbox in the United States. The United states is only partially covered by a commission adequacy decision however your data will be encrypted and kept in secure servers across the United States.
- as a hard copy within a lockable cabinet within our offices

Access to the data retained is only by the staff of Aspect Ceilings and Partitions Limited with a need to use or process this data.

Data may need to be disclosed to law enforcement / government authorities in order to discharge our statutory and legal obligations. Such data will only be exchanged by way of secure password protected system

We will endeavour to keep your data only as long as it is needed or whilst we are required to keep it by statutory or legal reasons. Your data will be removed if there is no further reason to keep it. Unless there are statutory or legal reasons for continuing to keep your data, employee data will be kept for 6 years after termination and supplier`s data will be kept for 1 year following termination.

You have the right at any time to contact us and request access to the data we hold on you and the reasons why we hold it.

At any time, you have the right to up-date the data that we hold on you.

If you feel that we should no longer be holding your data or that we are unlawfully using your data, you can request that we remove it from our system. We will comply with your request or give reasons why we are required to keep them further.

Should any of the above apply and you should need to contact us please do so by post to Aspect Ceilings and Partitions Ltd. Unit 2B Achilles House, Calleva Park, Aldermaston, Berkshire, RG7 8RN or by email to [info@aspectceilings.co.uk](mailto:info@aspectceilings.co.uk)

You have the right to lodge a complaint with information commissioner`s office. You can contact the information commissioner`s office on 0303 1231113 or by visiting their website [www.ico.gov.uk](http://www.ico.gov.uk)

Should it be necessary to make changes to our Privacy Policy these will be displayed via our website only. You have the right to revoke your consent at any time should you not agree with the changes

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