

## **AYM (Services) Limited Privacy Notice Statement**

*This Privacy notice statement refers to all divisions of AYM (Services) Limited including AYM Roofing.*

**The policy:** This privacy policy notice is served by [AYM (Services) Limited, Harefield Oil Terminal, Harvil Road, Uxbridge, UB9 6JL] under the website; [www.aymservices.co.uk]. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information through the business and while you browse or use this website. If you do not agree to the following policy you may wish to cease viewing / using this website, and or refrain from submitting your personal data to us.

### **Policy key definitions:**

- "I", "our", "us", or "we" refer to the business, [AYM (Services) Limited or trading names; AYM Contracting/AYM Roofing].
- "you", "the user" refer to the person(s) using this website.
- GDPR means General Data Protection Act.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioner's Office.
- Cookies mean small files stored on a user's computer or device.

### **Key principles of GDPR:**

Our privacy policy embodies the following key principles; (a) Lawfulness, fairness and transparency, (b) Purpose limitation, (c) Data minimisation, (d) Accuracy, (e) Storage limitation, (f) Integrity and confidence, (g) Accountability.

### **Processing of your personal data**

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases.

- We are registered with the ICO under the Data Protection Register, our registration number is: ZA204394.

#### **Lawful basis: Consent**

**Where our purpose for processing is:** You have freely given consent for your information to be processed for a specific purpose.

**Which is necessary because:** To be able to carry out our services for the specific purpose agreed.

**We process your information in the following ways:** Stored on a secure server in quarantined and password protected areas allowing access to only those deemed entirely necessary.

**Data retention period:** We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

**Sharing your information:** We do not share your information with third parties.

#### **Lawful basis: Contract**

**Where our purpose for processing is:** Processing is necessary due to the fulfilment of a contract.

**Which is necessary because:** To be able to carry out our services as agreed and contracted.

**We process your information in the following ways:** Stored on a secure server in quarantined and password protected areas allowing access to only those deemed entirely necessary.

**Data retention period:** We will continue to process your information for the life cycle of the contracted period.

**Sharing your information:** We do not share your information with third parties

**Lawful basis:** Legitimate interests

**Where our purpose for processing is:** Storing of contact details and company details, project details.

**Which is necessary because:** To contact clients for future work opportunities as and when these arise, to keep a log of past clients/contracts for KPI purposes to improve performance operationally and commercially.

**We process your information in the following ways:** Stored on a secure server in quarantined and password protected areas allowing access to only those deemed entirely necessary.

**Data retention period:** We will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

**Sharing your information:** We do not share your information with third parties. If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

### **Your individual rights**

Under the GDPR your rights are as follows. You can read more about your rights in details here;

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
  
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [[www.ico.org.uk](http://www.ico.org.uk)] if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

### **Data security and protection**

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access, and manage that information. Our methods meet the GDPR compliance requirement.