

PRIVACY POLICY

25th May 2018

GDPR becomes law on 25th May 2018. We are required to produce an updated policy based on this new legislation. We have performed a detailed audit of the data we hold for customers, suppliers, employees, and subcontractors.

We confirm that the information we hold for all interested parties is held securely in electronic format in our servers. We hold manual copies of certain information; we also hold this in appropriate secure areas where it cannot be viewed by unauthorised people. We have made all employees aware who may have access to this information of required standards when using this information.

We shall not share any information with other companies unless you have provided permission, except for the parties listed in the table below, for employee certification, or where there is a statutory duty to provide information thereon.

Customers	Suppliers	Payroll / Subcontract
Gerber Landa & Gee Accountants	Gerber Landa & Gee Accountants	Gerber Landa & Gee Accountants
	Royal Bank of Scotland (Names and Bank Details)	Royal Bank of Scotland (Names and Bank Details)
		HMRC
		Nest Pensions
		Royal London Pensions
		Health Insurance Provider
		Employee References
		CITB Training
		Insurance Companies
		Government Agency requests

We shall review our policy on an annual basis. We operate within the UK only.

Your rights

- You have the right to request a copy of the personal data we hold for you.
- You may withdraw consent for AFS Scotland Ltd to use your personal data at any time.
- You have the right to request a correction to information that we hold about you.
- You have the right to lodge a complaint with a supervisory authority if we fail in our obligations to protect your data.

Contacting us

You can contact our data controller, William Sinclair by calling our office on 01786 450 409 or emailing b.sinclair@afs-scotland.co.uk.