

INTRODUCTION

An individual's privacy is important to us and we strive for a high level of protection in all processing of personal data. Within the EU/EEA, the General Data Protection Regulation (GDPR) applies from May 2018. In accordance with applicable data protection legislation, the company is responsible for the processing of personal data as set out below. If you have any questions about this information, or if you wish to exercise any of your rights as set out below, please contact Instalcom via the contact details listed under Contact information below.

COLLECTION AND PROCESSING OF PERSONAL DATA

The term 'personal data' refers to such information which, directly or indirectly, may refer to you as an individual. Examples of such data are name, image, personal ID number, contact details, medical records, training records etc. Personal data processing refers to any action that we take with the personal data, such as collection, registration and storage.

Personal data may only be processed for specified and explicitly stated purposes and may not be subsequently processed for any purpose that goes beyond these purposes.

At Instalcom, we process personal data that you have given us for the sole purpose of carrying out our day to day business operations. For example, this may concern details to ensure you are suitably remunerated, or health records to ensure that we are discharged our responsibility towards you under our moral and legal responsibilities.

LEGAL BASIS FOR PROCESSING AND STORAGE PERIOD

Instalcom processes your personal data when necessary for the performance of an agreement with you and when we have another legitimate and justifiable interest in processing your personal data. If we were to process your personal data for any purpose which, according to applicable legislation, requires your consent, we will obtain your consent before commencing with such processing. The data we collect in accordance with the above is deleted when the purposes of the processing have been completed.

SECURITY FOR THE PROTECTION OF PERSONAL DATA

Instalcom safeguards your personal data with a high level of security and has to this end taken appropriate technical and organizational security measures to protect your personal data from unauthorised access, amendment, dissemination or destruction.

RESTRICTIONS ON THE USE OF PERSONAL DATA

Instalcom may disclose your personal data to third parties, for example the police or other public authorities, if it concerns criminal investigations or if we are otherwise required to disclose such data by law or public authority decision. We will not disclose your personal data to any other party.

YOUR RIGHTS AND THE RIGHT TO LODGE A COMPLAINT

Under the applicable data protection legislation you are entitled, at any time, to request access to the personal data that is processed about you, to have erroneous personal data corrected, to request that Instalcom stop processing and delete your personal data, to request that the processing of your personal data is restricted, to exercise your right to data portability, to withdraw consent to particular processing (where such consent has been obtained) and to object to the processing of the personal data. In such event, please contact Instalcom via the contact details listed below. You are also entitled, at any time, to lodge a complaint with the relevant supervisory authority if you consider that your personal data has been processed in contravention of applicable data protection legislation.

CONTACT DETAILS

If you have any questions about how we process your personal data or want information about and contact details for queries, please contact us by e-mail or post.

Instalcom
Borehamwood Industrial Park
Rowley Lane
Borehamwood
Herts
WD6 5PZ
enquiries@instalcom.co.uk

This policy will be reviewed at a frequency of no less than annually.



Signed.....
Tim O'Connor - Managing Director

Date: 07/02/19

