



Privacy Policy

Introduction

Asset Pest Control Services (Asset PCS) provides assistance with the prevention of pests. We are a member of the British Pest Control Association (BPCA).

Asset PCS is registered with Companies House (Company No: OC372991).

The personal data that Asset PCS processes to provide these services relates to its clients and other individuals as necessary, including staff and suppliers'.

This policy sets out Asset PCS's commitment to ensuring that any personal data, including special category personal data, which we process, is carried out in compliance with data protection law. Asset PCS will ensure that good data protection practice is imbedded in the culture of our staff and our organisation.

Asset PCS will abide by all areas of Data Protection as required by law.

'Data Protection Law' includes the General Data Protection Regulation 2016/679; the UK Data Protection Act 2018 and all relevant EU and UK data protection legislation.

Personal Data

Personal data is any data that relates to an identifiable person that can be identified either directly or indirectly by that data. This applies when you give us your personal data via our website.

Personal data, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 which is the General Data Protection Regulation (GDPR).

Scope

This policy applies to all personal data processed by Asset PCS and is part of our approach to compliance with data protection law. All staff are expected to comply with this policy and failure to comply may lead to disciplinary action for misconduct, including dismissal.

Data protection principles

Asset PCS complies with the data protection principles set out below. When processing personal data, it ensures that:

- it is processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency')
- it is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ('purpose limitation')
- it is all adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')
- it is all accurate and, where necessary, kept up to date and that reasonable steps will be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy')
- it is kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ('storage limitation')
- it is processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

Process/procedures/guidance

Asset PCS will:

- ensure that the legal basis for processing personal data is identified in advance and that all processing complies with the law
- not do anything with your data that you would not expect given the content of this policy and the fair processing or privacy notice
- only collect and process the personal data that it needs for purposes it has identified in advance
- ensure that, as far as possible, the personal data it holds is accurate, or a system is in place for ensuring that it is kept up to date as far as possible

Asset PCS will ensure the only Director's or senior members of staff handle personal data and that they are aware of the sensitive nature of this information. They will ensure it is handled properly and according to the legal requirements.

Breaching this policy may result in disciplinary action for misconduct, including dismissal.

Data Subject Rights

Asset PCS will facilitate any request from a data subject who wishes to exercise their rights under data protection law as appropriate.

Asset PCS has processes in place to ensure that it can facilitate any request made by an individual to exercise their rights under data protection law. All staff have received training and are aware of the rights of data subjects.

All requests will be considered without undue delay and within one month of receipt as far as possible. Please make your request in writing to our data protection officer. (These contact details are provided at the end of this policy).

Subject access: the right to request information about how personal data is being processed, including whether personal data is being processed and the right to be allowed access to that data and to be provided with a copy of that data along with the right to obtain the following information:

- the purpose of the processing
- the categories of personal data
- the recipients to whom data has been disclosed or which will be disclosed
- the retention period
- the right to lodge a complaint with the Information Commissioner's Office
- the source of the information if not collected direct from the subject, and
- the existence of any automated decision making

Rectification: the right to allow a data subject to rectify inaccurate personal data concerning them.

Erasure: the right to have data erased and to have confirmation of erasure, but only where:

- the data is no longer necessary in relation to the purpose for which it was collected;
- where consent is withdrawn in writing;
- there is a legal obligation to delete data

Restriction of processing: the right to ask for certain processing to be restricted in the following circumstances:

- if the accuracy of the personal data is being contested, or
- if our processing is unlawful but the data subject does not want it erased, or
- if the data is no longer needed for the purpose of the processing but it is required by the data subject for the establishment, exercise or defence of legal claims, or
- if the data subject has objected to the processing, pending verification of that objection

Data portability: the right to receive a copy of personal data which has been provided by the data subject and which is processed by automated means in a format which will allow the individual to transfer the data to another data controller. This would only apply if Asset PCS was processing the data using consent or on the basis of a contract.

Object to processing: the right to object to the processing of personal data relying on the legitimate interests processing condition unless Asset PCS can demonstrate compelling legitimate grounds for the processing which override the interests of the data subject or for the establishment, exercise or defence of legal claims.

Responsibility for the processing of personal data

The Directors of Asset PCS take responsibility for data protection.

If you have any concerns or wish to exercise any of your rights under GDPR legislation, please contact our office or email our data protection officer using the following details:

Peter Greeves

peter@assetpcs.com

0203 478 8541

Monitoring and review

This policy was last updated on 24 May 2018 and shall be regularly monitored and reviewed, at least every two years.