



## PRIVACY NOTICE

New Data Protection Legislation (General Data Protection Regulation – “GDPR” and The Data Protection Act 2018 – “DPA 18”) came into force in the UK on 25th May 2018.

At Servosol (the trading name of Servo Solutions Ltd), we are committed to respecting your right to privacy and complying with data protection regulations. We will only use your personal information to provide the products and services you have requested from us, procure products and services we have requested from you or for the purposes of administering your employment with us.

In this policy we explain in detail the types of personal data we may collect when we deal with you and how we handle that data and keep it safe.

The law on data protection sets out a number of different reasons why a company may collect and process your personal data, including:

- **Consent** – in certain specific instances we can collect and process your data with your consent
- **Contractual** – in certain instances we need your personal data to comply with our contractual obligations
- **Legal** – if the law requires it
- **Legitimate Interest** – this is likely to be the main reason why we need your personal data because it will be as part of our normal course of daily business whether you are a customer, supplier or employee

### WHAT IS PERSONAL DATA?

Personal data is information that directly or indirectly identifies you.

### HOW DO WE COLLECT INFORMATION FROM YOU?

Whether as our customer, supplier or employer, most of the information we hold will have been provided by you. In the case of our role as employer, some information may also come internally (for example from your manager) and some from external sources (for example a reference).

### WHAT TYPE OF INFORMATION IS COLLECTED?

If you are our customer then this may include:

- Your name and contact details such as your business address, telephone number and email address

If you are our supplier this may include:

- Your name and contact details such as your business address, telephone number and email address
- Financial information such as your bank account details so that we can pay you





If we are your employer, then you will have received a Privacy Notice which sets out the detailed information we may hold on you.

#### HOW IS YOUR INFORMATION USED?

We collect and process all of the above information as it is necessary to enable us to run our business and administer your employment with us on a day to day basis.

#### WHO HAS ACCESS TO YOUR INFORMATION?

Personal data information including employment related data is managed within the Finance Department which is where all pay related matters are administered

#### SHARING DATA

We do not share your personal data with anyone unless we are legally obliged to do so.

#### STORAGE

To protect your data, we store it on an encrypted server on company premises. Physical documents are stored in a small number of secure document repositories which are accessible only by authorised staff.

Employment related data is stored for 6 years. However, in the case of health and safety and occupational health data, it will be retained and stored during the time of your employment or indefinitely if there are legitimate interest grounds.

#### YOUR RIGHTS

Under GDPR and the DPA you have a number of rights with regard to your personal data:

- **Access** – Via a Subject Access Request “SAR” you have the right to request a copy of your personal data held by us
- **Rectification** – You can ask for any incorrect data to be rectified
- **Erasure** – If the storage of the personal data is no longer necessary or there is no legitimate interest reason for it to be retained, you have the right to ask for it be erased
- **Data Portability** – In the case of contractual employment data and information you have consented to us storing, you have the right to request a digital copy
- **Object** – In the case of information stored on legitimate interest grounds, you have the right to object to its storage. However, such a request will be overruled if the company nonetheless considers there are legitimate interest reasons to retain it
- **Complaint** – You have the right to lodge a complaint with the Information Commissioner’s Office if you believe the company has not complied with the requirements of the GDPR or DPA 18.

Servo Solutions Ltd and Servosteel Ltd are the controllers and processors of data for the purposes of GDPR and the DPA 18. Should you have any questions, requests or concerns relating to your personal data privacy, please email [data.protection@servosteel.com](mailto:data.protection@servosteel.com)

