

ASD Pro Build Ltd Privacy Policy

1. Introduction

1.1 ASD Pro Build ("we," "us,") respect your privacy and are committed to protecting it through our compliance with this Privacy Policy.

1.2 This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

1.3 ASD Pro Build qualifies as a Data Controller under the Regulation (EU) 2016/679 of The European Parliament and of The Council of 27 April 2016 (General Data Protection Regulation (the "GDPR")). Our company registration number is 09067000.

1.4 Our Data Protection Officer ("DPO") provides us with help and guidance to ensure we apply the best standards to protecting your personal information. If you have any questions about how we use your personal information you can contact our DPO by email at dpo.uk@asdprobuild.com or by post sent to The Data Protection Officer, ASD Pro Build Limited, 68 Langford Place, Sidcup, Kent, DA14 4AZ. See section 2 (Your privacy rights) for more information about your rights and how our DPO can help you.

2. Your privacy rights

2.1 Under the GDPR you have number of important rights which you can exercise, free of charge. In summary those include rights to:

- Object, in certain circumstances, to how we use your personal information. If you wish to exercise this right, please contact our DPO, providing details of your objection;
- Request access to a copy of your personal information which we hold, along with details of what personal information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for access free of charge by contacting our DPO. Please make all requests for access in writing, and provide us with evidence of your identity;
- Ask us to correct inaccuracies, to complete any incomplete personal information, to delete or restrict personal information or to ask for some of your personal information to be provided to someone else;
- Withdraw your consent (if you have given us your consent to use your personal information) and update your marketing preferences;
- Ask us to delete your personal information where it is no longer necessary for us to use it, where you have withdrawn consent, or where we have no lawful basis for keeping it;

- ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred; and
- ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.

For further information in relation to these rights, including the circumstances in which they apply, please see the guidance from the UK Information Commissioner's Office ("ICO") on individuals' rights under the GDPR which can be accessed at <https://ico.or.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>.

3. What information do we collect from or receive about you?

3.1 We collect the following types of data about you:

- by which you may be personally identified; and/or
- about your internet connection, the equipment you use to access our Services and your usage details (i.e. your Internet Service Provider)
- contact Information: Your contact information, such as email address and other ways of communication
- searches and other activities: The search terms you have looked up and results you selected
- we will collect information about you during the course of your engagement with us, during your interview and application stage, when you become an employee of or work for the business and during your employment for example, by providing your CV, contact details, bank details and corresponding with us by phone, e-mail or otherwise
- we may be required to carry out right to work checks, fraud protection and criminal background checks. In performing these checks we may receive information from external third party search providers assisting us with these checks
- we may receive information from employee benefit providers such as the employee pension provider

4. How we use your personal information?

- to contact third parties to check your references
- to save relevant information on your employment file
- to carry out our obligations arising from our relationship with you as your employer, any contracts entered into between you and us, and to provide you with the information that you request from us
- to contact you or a third party in the event of an emergency
- to provide third party service providers your details in order they can provide you with services ancillary or complimentary to your employment, for example outsourced payroll providers, pension providers, outsourced HR support providers etc.
- to notify you about changes to your employment or the business

5. Disclosure

5.1 we will share your information with the following categories of selected third parties:

- suppliers and sub-contractors for the performance of any contract we enter into with you
- the third party benefit and service providers which provide services ancillary or complimentary to your employment
- auditors or contractors or other advisers auditing, assisting with or advising on any of our business purposes or processes
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation; or
- to protect the rights, property, or safety of ASD Pro Build Ltd, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of right to work checks, immigration status, fraud protection and criminal background checks.

6. Where we store your personal data

6.1 Electronic versions of the information you provide to us or we collect about you is stored on provided by our cloud hosting solution provider. Your information will be kept securely on the hosted servers and not transferred outside of the UK / EEA. Paper copies of your information such as your contact details and employment file are stored in lockable filing cabinets.

7. How we decide how long to retain your data

7.1 We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

8. How we protect your information

8.1 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. All of our employees and data processors that have access to, and are associated with, the processing of your personal information are obliged to respect the confidentiality of our users' information. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. We ensure that your information will not be disclosed to government institutions or authorities except if required by law or when requested to by regulatory bodies or law enforcement organisations.



9. How we use cookies (where applicable)

9.1 Our Site may use “cookies” to enhance User experience. User’s web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

10. Termination

10.1 As mentioned, you may at any time review or change the personal information we maintain about you by contacting ASD Pro Build. Upon your request, we will delete your contact information and personal data from our active databases.

11. Changes to this policy

11.1 ASD Pro Build reserves the rights to change this Privacy Policy at any time. Please check this page periodically for changes. Your use of the services after any such amendment or change in the Privacy Policy shall be deemed as your express acceptance to such amended/changed Privacy Policy and an assent to be bound by such changed/amended Privacy Policy. Information collected prior to the time any change is posted will be used according to the rules and laws that applied at the time the information was collected.

12. Copyright

12.1 The copyrights of our Website are the property of ASD Pro Build

12.2 Texts, graphics, photographs, animations, videos and clips, visible on the Website are the object of copyright and are part of the intellectual property of ASD Pro Build. Those may not be reproduced, used, presented or represented without an explicit written permission by ASD Pro Build.

13. Contacting us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

ASD Pro Build Limited
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Phone: +44 (0)2083 061573
Email: info@asdprobuild.com
Web: www.asdprobuild.com

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