

GDPR May 2018 Client Statement

Why are we sending this notice to you?

As a valued client your privacy is important to us. This notice is issued by Asbestos Analysts Limited, to enable you to understand what personal data we hold about you and how we use that information.

Please note that you do not need to reply to this notice or take any further action.

What information does Asbestos Analysts Limited hold?

Naturally we will hold certain information about your company in order for us to conduct business with you. However, in terms of your personal data, we ensure that we will only ask you for information that is necessary for our purposes and to ensure compliance with current legislation. The information we hold would normally be limited to the list below, if we require additional information in order to do business with you will be made expressly aware of this and your consent obtained.

- Company Name
- Company Contact Name (s)
- Company Address
- Email Address
- Delegates Names, email address *and D.O.B.**
- Company Registration Number
- Company Phone Number including Mobile Phone Numbers
- Company VAT Number

Why does Asbestos Analysts Limited hold this information?

We may hold your personal data for the following purposes:

Where it is in our legitimate interests to maintain a database of approved clients who we have or will be working with in the future.

To enable us to carry out any function or obligation arising from any contract entered between your Business and Asbestos Training Limited

To enable us to comply with any legal obligation we are under.

Who will Asbestos Analysts Limited share your personal data with?

Your personal data will be treated in confidence by Asbestos Analysts Limited, UKAS and our contracted IT company and will not be shared with any other third party.

How can I access or correct information that you hold about the company?

We will need an email from your company's main contact(s) in order to make available/amend any details that we hold, this provides an auditable trail of the request and any actions that may arise from such a request. Emails should be directed to your usual contact.

In order to protect your privacy and security, we will always take reasonable steps to verify your identity before making any amendments to a company's details. If you are dissatisfied with the manner in which your personal data is collected or used, you may contact the Information Commissioner's Office.

If you have any further questions, please do not hesitate to contact our Data Protection Officer

Jacqui Royall

Director

01763 787780

jacqui@airsamples.co.uk

Asbestos Analysts Limited, The
Training Centre, Shepreth Road,
Fowlmere, Nr. Royston, Herts,
SG8 7TQ

*The delegate has the opportunity to give us both a personal and business email address which we store securely and use only for the purpose of contact regarding training and compliance matters.

**Date of birth is collected for identification purposes.

WE are Registered with the Information Commissioners Office (IOC) ZA364448