

Privacy Statement

This policy together with our Data Protection Policy sets out the basis on which any personal data you provide us with, will be processed by us

Company registration: 7930149 | VAT No: 130406856



QUALITY VENTILATION SYSTEMS (UK) LTD

108 Chaucer Road, Aylesbury, Bucks HP21 7LN
Office: 01296 294871 | Email: info@qvs-uk.com | Web: www.qvs-uk.co.uk

Purpose:

- To assure you that we recognise and fully respect the privacy and personal data of employees, contractors, suppliers and customers
- To explain what we use the information for

Data Protection:

Please see our Data Protection Policy which explains how we best protect and control personal data, our responsibilities and guidelines

Data will only be collected if you voluntarily submit it

Information we may collect or request from you if you are an employee or subcontractor

Lawfulness reasons to process data

To collect for payroll:

- Bank details
- NI number
- Date of Birth
- Home address
- Telephone number, email address

Legal obligation, right to have:

- A copy of passport or birth certificate, work permit – to prove right to work

Health and Safety:

- Emergency contact details and any relevant medical information that QVS should know about

We may pass on personal details as per above for 3rd party payroll and pension providers. We (QVS) will ensure that in these circumstances that those providers are checked and have Policy Protection Policies in place to ensure that there is no breach nor compromise in data safety

Information we may collect or request if you are a supplier or customer

To enable us to fulfil our contractual duties of supply and/or payment:

- Name and Address of company, address and telephone number
- Company bank details to enable any potential payments to be made if applicable
- Name of individual contact
- An individual's telephone number and/or email address

No personal data held by QVS will be used for marketing purposes, nor passed onto third parties

Signed: *Sue Jones*

Date: 18th May 2018

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