

GDPR Policy – A4 FM LTD

Scope

A4 FM LTD is dedicated to protecting personal data and ensuring compliance with the Data Protection Act 2018 and The General Data Protection Regulation 2016 (GDPR). We commit to processing personal data in a fair, transparent, and lawful manner. This policy applies to all personal data processing activities conducted within the organisation and may be subject to periodic updates.

Personal Data

A4 FM LTD seeks to protect personal data provided by our current and potential clients, staff, and other parties, which includes information concerning any living person not already in the public domain. We adhere to GDPR principles, including collecting data for specified and legitimate purposes, minimising data collection and storage, and ensuring data accuracy.

How Personal Data is collected

We collect personal information about employees, workers, and contractors through the application and recruitment process, either directly or through third parties such as employment agencies. Additional information may be obtained from former employers, credit reference agencies, or other background check agencies. Personal data may also be collected through job-related activities and submissions via the employee portal on our website.

Legal Basis for Processing Personal Data

Our processing of personal data is based on one or more of the following legal bases:

- Consent: Data subjects provide freely given, specific, informed, and unambiguous consent for the processing of their data.
- Contractual obligation: Processing is necessary to fulfill our contractual obligations with data subjects.
- Legal compliance: Processing is required to comply with common law or statutory obligations.
- Vital interests: Processing is necessary to protect the vital interests of data subjects in emergency situations.
- Public interest: Processing is necessary in the public interest or in the exercise of official authority.
- Legitimate interests: Processing is based on the legitimate interests pursued by A4 FM LTD, provided it does not override the fundamental rights and freedoms of data subjects.

Special category data, which is more sensitive, is subject to additional safeguards to protect data subjects' rights and freedoms.

Our Legitimate Interests

A4 FM LTD may share personal data with third parties to fulfill contractual agreements and legal requirements. We only disclose personal data necessary to meet legal obligations or valid governmental requests. Examples of such third parties include HMRC, SIA, DWP, pension providers, or insurance providers.

Retention

Personal data is processed throughout the duration of any contract and retained only as necessary in accordance with our retention policy. After the contract expires, personal data is retained to meet legal obligations and is securely deleted after five years if no longer needed.

Data Storage

All personal data is securely treated and only shared externally with a lawful basis or explicit consent from the data subject. Data is stored within the United Kingdom, and A4 FM LTD does not transfer personal data outside the EU.

Your Rights

Data subjects have the following rights regarding their personal data:

- Right of access
- Right of rectification
- Right to erasure
- Right to restriction of processing
- Right of portability
- Right to object
- Right to object to automated processing, including profiling

Complaints

Data subjects with concerns about the use of their information may contact our Data Protection Officer for resolution. If unresolved, complaints can be escalated to the Information Commissioner's Office.

For further information:

A4 FM LTD

Unit 4b, Magnum House, 85 Neilston Road, Paisley, Scotland, PA2 6ES

Compliance with Data Protection Principles

A4 FM LTD ensures compliance with data protection principles, including lawfulness, fairness, and transparency; purpose limitation; data minimisation; accuracy; storage limitation; and integrity and confidentiality.

In the event of a refusal of a request under the rights of access, A4 FM LTD provides reasons for the decision, which data subjects have the right to legally challenge.

Amendment History

Issue	Date	Amendment Details
1	28 March 2024	Initial Release