

Approved Cleaning Services Ltd - GDPR Policy and Statement

Approved Cleaning Services Ltd may be required to collect, process and store data which relates to its Client and our employees, suppliers, etc., in order for the company to carry out its duties, rights and obligations. All information and data stored, is done so securely in accordance with the principles of the GDPR/Data Protection Act 2018. The company may require changing its data protection procedures from time to time to comply with changing legislation. The information will be used primarily for personnel, administrative and payroll purposes, however there may be other requirements for data collection in association with the company's business operations. The company will adopt appropriate organisational and technical measures to prevent the unauthorised use of unlawful processing or disclosure of data.

Personal Employee Data

We may require, in the case of our employees, to collect personal data, this may include: Name, Address, Next of Kin, Date of Birth; Job Title or Profession; Contact Telephone Number(s) or Email Address; Bank Information; Health Conditions; Any Alleged Offences and/or Criminal Convictions. Some of this data is classed as "sensitive personal data". This may include information relating to racial or ethnic origin, trade union membership, physical or mental health or existing medical conditions and any alleged offences and/or criminal convictions. Employees applying for a job at Approved Cleaning Services Ltd will be asked to provide/confirm their personal and/or sensitive personal data as required. By providing this information, the employee will allow consent to Approved Cleaning services Ltd collecting, processing and storing this information.

Potential Client Data

We will require to process client information which includes their address, contact information (including key contacts, telephone numbers, emails), site specific information etc. We are committed to ensuring that your information is secure. We have put in place company procedures to ensure that your information is held securely and safeguarded at all times.

Amanda Jones

Company Director

Signed.....

Date...15th January 2025.....