

DATA PROTECTION

In accordance with data protection legislation, we have updated our policies to comply with changes to data protection regulation and the implementation of GDPR which became law from 25 May 2018. To comply with this legislation, we now enclose a Privacy Notice.

It is necessary for AMD Contract Services Ltd to maintain personal data which is processed for the purposes of employment and for legitimate business and legal reasons and requirements.

What this policy covers

This policy details the rights and obligations in relation to personal data and the personal data of third parties that we may come into contact with during the course of employment/business.

This sets out:

- The data we hold about you and how we acquired it
- How we use the data
- The lawful reasons for us holding the data
- Your rights

Data Protection principles

AMD Contract Services Ltd processes HR/Business-related personal data in accordance with the following data protection principles:

- the Company processes personal data lawfully, fairly and in a transparent manner
- the Company collects personal data only for specified, explicit and legitimate purposes
- the Company processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of the processing
- the Company keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- the Company retains personal data only for the period necessary for the processing
- the Company adopts appropriate measures to make sure that personal data is secure and is protected against unauthorised or unlawful processing and from accidental loss, destruction or damage

The effectiveness of this policy will be reviewed annually.

Signed: 

Date: 01/10/2019

Name: Mr Fraser W Dykes

Position: Managing Director