Privacy Policy

We collect and process personal information relating to employees, job applicants, clients, suppliers and other individuals with whom we interact. This may include contact details, employment, payroll, training, competence and occupational health information, where applicable.

How we get the personal information and why we have it
Most of the personal information we process is personal information collected directly from individuals and, where necessary, from authorised third parties such as recruitment agencies and clients for one of the following reasons:

- Recruitment
- Payroll
- Employment
- Enquiries and Quotations
- Orders and Contracts
- Invoicing

We use the information provided by our personnel, in order to comply with our legal obligations against employment and health and safety law, including payroll.

We use the information provided by our clients and suppliers, in order to comply with our legal obligations against contract and health and safety law, including the administration of quotations, ordering, contracts and invoicing purposes.

Where necessary and lawful, we may share personal information with relevant third parties, including government and regulatory authorities, payroll and pension providers, insurers, occupational health providers, IT service providers, training and competence management organisations, and clients where required for contractual, operational or safety purposes.

We shall ensure that personal information is only shared where there is an appropriate lawful basis and suitable data protection arrangements are in place.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:
(a) Your consent. You are able to remove your consent at any time. You can do this by contacting jade.thompson@advancedpowerservices.co.uk
(b) We have a contractual obligation.
(c) We have a legal obligation.
(d) Vital interest - necessary to protect someone's life.

We shall retain personal information only for as long as reasonably necessary for the purposes for which it was collected, taking into consideration applicable legal, regulatory, contractual and legitimate business requirements.

Retention periods will vary depending on the nature of the information. Certain occupational health, exposure and health and safety records may be subject to extended statutory retention periods.

Personal information will be securely deleted, destroyed or anonymised when it is no longer required, in accordance with the Company's data retention arrangements.

Privacy Policy

We shall keep client and supplier information in accordance with applicable legal, contractual and business requirements and securely disposed of when no longer required by deletion / shredding of this data.

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

These rights apply in accordance with the UK GDPR and may be subject to certain legal conditions and exemptions.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us at:

- 01903 366727; jade.thompson@advancedpowerservices.co.uk
- Unit 119a Tarring Road, Worthing, West Sussex, BN11 4HE

If you have any concerns about our use of your personal information, you can make a complaint to us at the contact details above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113
ICO website: https://www.ico.org.uk

Signed……

Lee Burrell, Managing Director

Date: 18th November 2026

Next Review: 17th November 2027