

Fair Processing Notice - Ametros Facilities Management

Ametros FM is committed to protecting your data privacy. We are registered under and process data in accordance with the Data Protection Act 1988 and the General Data Protection Regulations. Through the course of our future relationship, we perceive your registration on this App/Portal to be consent to store and process your data with the legitimate intention to enter into an employment agreement with Ametros Facilities Management Limited.

We may change our storage or processing policies from time to time, continued use of our website implies acceptance of our policy.

Collection

We collect and process data about you when:

- You provide information by filling an application form on our website or app
- You register for an online account
- You become an AFM team member
- You visit our website, leaving information about your computer and visits (cookies)
- You contact us by telephone, email or in person

Ametros FM utilise two different sets of personal data as below:

Personally-Identifiable Information, such as your name, email address, business contact number etc. Further to this, a subset of this category, Sensitive data, deserving additional safeguards. Sensitive Data can be, by way of example, confidential data such as personal contact details, bank account, National Insurance Numbers, visa status etc. Sensitive Data deserves and will be provided additional protection.

Recipients

We will maintain appropriate safeguards in line with our business data protection strategy to ensure the security, integrity and privacy of your personally-identifiable information. If your relationship with us includes the provision of Sensitive Data, we will protect that information with additional care. We will not disclose sensitive data to any third parties without strictly legitimate reasons (such as for the use of emergency medical treatment) and you may also request to restrict the sharing of this information within our own organisation. We have 'levels of access' in place to only share Sensitive Data with appropriate people within our organisation.

Retention

Unless otherwise legally required by statutory bodies, your information will be kept for a period of up to three years with the intention of the possibility of future employment opportunities.



At the end of the retention period, all data will be deleted from internal closed storage, and then permanently deleted from the sever after 30 days. In the unlikely occasion that a paper file is held, all sensitive data is shredded by an external company providing a specific sensitive data removal and destruction service.

Access, Review and Correction

You may request details of personal data held by us. We will take all reasonable measures to ensure that personal data we hold about you is accurate. We have also implemented procedures to enable you to review and correct your personal information, should there be any errors. When you make a request to access or review the personal data we hold on you, we will request you to verify your identity before the request will be fulfilled.

Such requests can be made by contacting data@ametros.co.uk or by making a written request to;

Data Protection Representative
Ametros FM
Operation Office
Devonshire Street North
Manchester
M12 6JH

Head Office:
Floor Four,
Universal Square,
Manchester M12 6JH

T 0845 301 6467
E info@ametros.co.uk
W www.ametros.co.uk

