



DATA PROTECTION REGULATIONS

Privacy Notices

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the Data Protection Act (DPA) and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

ASM Access interprets this as using very clear language to outline each of the responsibilities for each of the data subject groups.

The GDPR say that the information provided to data subjects about how ASM Access Ltd processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language and
- free of charge.

These requirements are about ensuring that privacy information is clear and understandable for data subjects. These requirements are about ensuring that privacy information is clear and understandable for data subjects. This privacy notice deals with the overall privacy responsibilities of ASM Access but includes a particular notice that applies to companies wishing to deal with ASM directly or as a 3rd party.

The notice deals with two sources of data, that obtained directly from the subject and, data not obtained directly from the subject.

Adrian Morris
Managing Director
ASM Access Ltd

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PRIVACY NOTICE

Customers and Suppliers of ASM Access Ltd

This notice should be read in conjunction with the introductory paragraphs in the covering document.

This Privacy Notice will be provided to you at the time your data is being obtained, or prior to the introduction of GDPR in the case of current customers and suppliers, if it is being obtained directly.

When relating to Data this means email, contact names, location addresses, telephone numbers and contract agreements as without these details we cannot carry out our contractual services to you.

Data will be processed for the purposes of responding to requests for information about the current services and products that ASM offer and will therefore have a “legitimate interest” for processing basic personal data and sensitive personal data. The data ASM holds will be the minimum it requires to form and maintain the contract between you and the ASM Access Ltd.

ASM Access Ltd will share parts of your data only when necessary with suppliers, contractors and sub-contractors in order to carry out the services, or deliver products to complete these contracts for yourselves

It is not necessary for data to be shared with other countries.

The retention period for data will be held for a maximum of 5 years, unless explicitly agreed otherwise.

You have the right to withdraw your consent to data processing at any time by emailing unsubscribe@asmaccess.co.uk

You can complain at any time about how ASM Access has handled your data, the Information Commissioner is available as follows:

ICO helpline is 0303 123 1113.

We will obtain the data ASM Access requires from you, should we need data from other sources we will contact you accordingly. We see the provision of personal data as necessary to properly fulfil the requirements requested by you and to fulfil the contract once it has been agreed. There is no automated decision making or profiling involved in this data stream into and through ASM Access Ltd.