



## **ATAS UK- Privacy Policy**

(date last revised: 25 May 2018)

“ATAS UK”, “we”, “us”, or “our” has prepared this Privacy Policy to describe to you our privacy practices regarding the Information (as defined below) we collect from clients to provide services.

### 1. About us

We are a small business providing auditing, training and assessment services to the construction and specialist sectors. There is no marketing facility for the business and all information is supplied at point of contact. We do not collect sensitive data as defined in Article 9 of the Regulations. The business is not of sufficient size to appoint a (DPO) Data Protection Officer however the proprietor of the business will take responsibility for this aspect and holds a current Level 1 Responsible for Information (General User) Certificate and will report any serious breaches to the (ICO) Information Commissioner’s Office.

### 2. What information do we collect?

The general data the we collect is derived from the client at point of contact and includes the following:

- Name
- Address
- Email
- Phone Number
- Bank Details
- Photos
- IP addresses
- Documents

The data can be in various types but is generally in electronic format and common document forms such as Outlook, PDF, Word and Excel. The data from clients can be individual or in bulk transfer for larger organisations. This will include some of the above listed data and is provided directly from the client with consent so that we can contact individual businesses to arrange services that we provide for and on behalf of our clients.

### 3. How do we use personal information?

We only use personal information as a means of contacting the required business to arrange services that have been requested and authorised directly or indirectly by a larger client. This information is not used for any other reason or passed on to third-party organisations.

4. Where is the information stored, and how long is it kept?  
The operations of the business are virtually paperless, and all client personal information is stored digitally on a single operating system. The business does not use any form of cloud-based services or share file systems for personal data. The stand-alone operating system has proportionate security protection for all the personal information that is stored in its system. Due to the nature of the business in providing services data is kept and stored for a period of 6-years for management systems.
5. How do we protect information?  
As a small business we are vigilant in our process and procedure and annually complete the General User – Responsible for Information tutorial. Furthermore, the business has suitable and sufficient cyber defence systems.
6. Intellectual Property (IP)  
We, as part of our service will be providing the client with consent at times with IP regarding reviewing individual clients documented process and procedures as part of an audit, assessment or desk top review. In such cases all documents that are supplied outside of their own independent offices (not reviewed as hard copies or on personal computers or other devices whilst on premises of site) and control will not be stored on our systems for a period longer than the required service, all documents will be destroyed or removed for our systems when the process is complete.
7. Changes to Privacy Policy  
This Privacy Policy is subject to occasional revision, and if we make any material changes in the way we use your Information, we will notify you by sending you an e-mail to the last e-mail address you provided to us. Any changes to this Privacy Policy will be effective upon the date specified in the notice within the email.
8. Questions; Contacting ATAS UK and Reporting Violations  
If you have any questions or concerns or complaints about our Privacy Policy or our data collection or processing practices, or if you want to report any security violations to us, please contact us at the following address or phone number:

The School House, 15 Arcadian Gardens, Hadleigh, Benfleet, Essex SS7 2RR

 [enquiries@atas-uk.com](mailto:enquiries@atas-uk.com)

 07826 556787

Delivering quality independent auditing, training and assessment services to the construction and specialist sectors in the built environment.