



PRIVACY NOTICE

This privacy notice tells you what to expect when The Air Quality Group Limited the Data Controller, collects personal information. Personal information is information, or a combination of pieces of information, that could reasonably allow you to be identified.

1. Personal Information We Use

We hold or collect personal information from a variety of sources, including information from you directly and information we get from other sources, including public databases.

1.1. Information we may collect directly from you:

We will collect from job applicants your name, contact details including address, telephone numbers and email addresses. From employees we will also collect bank details, NI number, and emergency contacts.

1.2. Information we may collect from third parties:

As part of our service to our clients we use third parties to enable our clients to monitor the air quality monitoring stations. We do not hold any of this information, however as part of our support to our clients we may need to process this information. This information may include emails addresses and phone records.

1.3. How and why we will use your personal information:

We must have a legitimate reason to use your personal information.

As an employer we will use your information to fulfil our legal obligations.

As a service provider any information we use will be to fulfil our contractual obligations to our client.

2. Information Sharing

Employees' information will be shared with our payroll bureau.

3. Security and Storage

We are an ISO9001:2015 registered organisation and we process information in an appropriate manner to ensure security. We are currently implementing an Information Security Management System in conjunction with applying for ISO 27001.

Information is kept for as long as is necessary to fulfil our legal and contractual obligations.

4. Your Rights

You have the right to access, correct, delete or transfer your personal information, and in certain circumstances you may restrict or object to our use of it. We would however require proof of identity before any disclosure and we may also need extra information from you to deal with any request. If you would like to discuss or exercise these rights please contact our Data Protection Officer, Lee Pearson at The Air Quality Group Limited 4th Floor 56 Oxford St., Manchester, England M1 6EU, United Kingdom or email info@TheAirQualityGroup.co.uk

5. International Data Transfer

We may transfer and process your personal data outside of the UK. Our servers are located in the EU.

Where your personal information is to be transferred outside of the UK (for example processing timesheets) we will take reasonable steps to ensure that there are appropriate safeguards in accordance with applicable legal requirements to protect the information.

6. Our Website and Cookie Policy

This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation



The Air Quality Group

requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

Signed: -

Electronic signature

Ronald Pierce
Chairman

July 12th 2018