PRIVACY POLICY

1. **Introduction**

We are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal or company data we collect from you, or that you have provided to us, will be processed and held.

By visiting [www.tube-tech-solutions.co.uk](http://www.tube-tech-solutions.co.uk), or signing consent letter which has been sent to you, you are accepting and consenting to the practices described in this policy.

For the General Data Protection Regulation (GDPR), the data controller is Tube Tech Solutions (UK) Limited.

Our nominated representative for the act is Bernard Hough.

1. **Information we collect from you.**

2.1 Employee Related.

We may collect and process the following data about you:

**The information you give us.**

This information that you give us may include your name, address, e-mail address, phone number, name of next of kin and contact number, banking details including Bank name, account number, sort code, national insurance number.

2.2 Suppliers and clients / customers both existing and potential.

**The information you give us.**

This information that you give us may include your name, address, e-mail address, phone number, banking details including Bank name, account number, sort code.

1. **Lawful basis of Processing.**

3.1 The GDPR only permits us to process your personal or company data to the extent that one of the lawful bases set out therein applies to that processing. In processing your personal or company data, we rely principally on the following lawful basis, namely that processing is necessary for our legitimate interests, and those are not overridden by your interests or your fundamental rights to freedom.

* 1. In certain circumstances, we may rely on one of the following lawful bases for our processing namely: -
		1. Processing is required for compliance with a legal obligation of ours.
		2. The Data subject has given consent to the processing of his or her personal data.
		3. Processing is necessary for the performance of a contract entered between us.
	2. We may process your data relying on more than one lawful basis depending on the specific purpose for which we are using your data.
1. **How we may use your information.**
	1. We may collect, store and use your personal information:
		1. To make payment of wages that you earned during your employment.
		2. To make payments on your behalf to HM Revenue & Customs (PAYE).
		3. To make payments on your behalf to the Peoples Pension Scheme.
		4. To open an account with us and to manage, operate and maintain that account.
		5. To update the records, we hold about you.
2. **Who we share your information with.**
	1. We may share your information with various third parties, including:
	2. If we are under a duty to share your personal information in order to comply with and legal obligation.
	3. With third parties who process your personal information on our behalf who are only permitted to process your personal data in accordance with our instructions.
	4. With a third party who acquires all or part of our business, or to a successor in interest in the unlikely event of our insolvency, winding up or liquidation.
3. **Where we store your information.**
	1. We process and store data on secure password protected computers.
4. **Data Retention.**

Tube Tech Solutions (UK) Limited will only retain your personal / company data for a long as is necessary to fulfil the purposes we collected it for.

1. **Your rights.**
	1. Individuals and companies from the European Economic Area and individuals / companies located in the EEA have statutory rights in relation to personal data. Subject to and exemptions provided by law, you have the right to be informed, request access to information, as well as seek to update, delete or correct this information, alongside the right to restrict processing.
	2. The Act gives you the right to access personal information held about you through a subject access request.
	3. There is no charge relating to this request.
	4. All requests to access your personal / company information we hold must be made in writing is a subject ‘access request’.
	5. We will respond to your request within 30 days proving all your personal / company information we hold.
2. **Accuracy of Personal / Company Data.**
	1. If at any time you believe that any personal / company data we are holding about you is inaccurate, out of date or incomplete, please notify us either directly to Bernard Hough (Nominated Representative) 0161 223 9653 (Mobile 07872843690), or at bernard@tubetechsolutions.co.uk as soon as possible. We will promptly correct or delete data as advised.
3. **Changes to our Privacy Policy**
	1. Any changes we may make to our privacy policy in the future will be posted both on our Notice board and our website.
	2. Changes may also where appropriate, be notified to you by letter or e-mail.
4. **Contacting Us.**
	1. Any questions, comments and requests regarding this privacy policy are welcomed and should be addressed directly to Bernard Hough (Nominated representative), or by e-mail to bernard@tubetechsolutions.co.uk.
5. **Complaints**

12.1 If you are not satisfied with our response to any queries or complaints you raise with us or believe we are not processing your personal data in accordance with the Data Protection Laws you have the right to lodge a complaint at the Information Commissioner’s Office (www.ico.org.uk)/.