

AirTech Controls Ltd, AirTech Commissioning Ltd and AirTech Optimise Ltd

Elliott House, Elliott Road, Selly Oak, Birmingham, B29 6LS
Tel: 01214154141 Fax: 01214154242

AIRTECH CONTROLS, AIRTECH COMMISSIONING LTD and AIRTECH OPTIMISE LTD:

Data Protection Policy (External) – PRIVACY NOTICE

Introduction and background

The purpose of this policy is to outline how AirTech Controls Ltd, AirTech Commissioning Ltd and AirTech Optimise Ltd has established measures to protect your privacy and information rights.

Your rights

We recognise that you have rights as a 'data subject', and that we have an obligation to uphold these.

This privacy notice aims to outline how we maintain these rights. In particular, it outlines:

- How we collect and process your information
- Why we do this
- How you can exercise your rights;
- Who to contact in the event that you're unhappy with our performance
- Your information rights

Right	Explanation
Right to be informed	This encompasses the obligation for us to be transparent in how we collect and use your personal data
Right of access	You have the right to access your personal data and supplementary information
Right to rectification	If the information we hold on you is in accurate or incomplete, you can request that we correct this
Right to erasure	You can request we delete or remove personal data where there is no compelling reason for us to continue processing
Right to restrict processing	You have the right to request we cease processing your data if: <ul style="list-style-type: none">• You consider it inaccurate or incomplete;• Where you object to processing and we are considering whether we still have a legitimate interest to process it• Where we don't need the data for the original reason we collected it, but may need it to support a legal claim

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Right to data portability	Where you have consented to our processing your data, or where the processing is necessary for us to deliver a contract, you can request a copy of that data to be provided to a third party in electronic form
Right to object	You have the right to object to our processing under certain circumstances. For example you can object to: Direct marketing (including profiling); and Processing for purposes of scientific/historical research and statistics
Rights relating to automated decision making including profiling	Where we apply automated decision making we must: Give you information about the processing; Introduce simple ways for you to request human intervention or challenge a decision Carry out regular checks to make sure that our systems are working as intended Information related to automated decision making is contained later in this notice

This privacy notice should outline how we are transparent in our processing. Please get in touch with us through the 'contact details' section to find out more or to exercise your information rights.

Information we collect

As a sub-contractor or a job seeker applying for a position with us, Airtech will ask you to provide personal information such as (but not limited to) name, address, telephone, e-mail address.

Any personal data relating to you will be used and stored by us in accordance with current data protection legislation.

Who will we share your information with?

For the purpose of providing our service to you, or engaging with you as a sub-contractor, we may share your personal identifiable information with:

- Organisations which provide a service to us or act on our behalf, on the understanding that they too will ensure confidentiality and adherence to current data protection legislation. This may include, but not be limited to, our IT providers, accounts or other technical experts. Should they be located in another country (which may be outside the

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European Economic Area) we will ensure they agree to apply the same levels of protection required within the UK.

- Any third party with whom we have a duty to do so. This may include HMRC, HM Courts and Police

Cookies

Our website may use 'cookie' technology to allow us to recognise you and store information about you in between visits to our site. This may enable us to observe behaviour, compile aggregate data and target our marketing.

How to make a complaint

If you wish to make a complaint about any aspect of the handling of personal data or this privacy notice please contact Joanne Putnam at joanne.putnam@airtechoptimise.co.uk. If you remain dissatisfied you may write to the Information Commissioner's Office at the following address:

Information Commissioner's Office

Wycliff House
Water Lane
Wilmslow
Cheshire
SK9 5AF

You can also use their on-line contact form at <https://ico.org.uk/global/contact-us/email>

Overall Responsibility for this policy at AirTech Controls Ltd and AirTech Commissioning Ltd rests with:

Name: Martin Beer

Position: Director

Signed:



Dated: 01.06.21

Overall Responsibility for this policy at AirTech Optimise Ltd rests with:

Name: Mike Jackson

Position: Director

Signed:



Dated: 01.06.21