



Privacy and Data Protection Policy

Policy Statement

AFM Facilities Limited located at Kilshane Cross North Road Dublin 11 is committed to compliance with all relevant EU and Irish law in respect of personal data, and the protection of the “rights and freedoms” of individuals whose information we collect and process in accordance with the (GDPR). We are committed to protecting and respecting personal data. We wish to be transparent on how we process personal data and demonstrate that we are accountable with the GDPR in relation to our processing of the data.

Introduction

This policy sets out how AFM Ireland uses and protects any information that is collected from you.

How it is collected

- On join AFM Facilities Limited as an employee or contractor.
- Use our products or services.
- Visiting or registering to use www.afmireland.ie (website)

Information we collect and use.

- Information contained in your CV or job application such as your name, address, educational details, private and corporate e-mail address, and phone number.
- Information contained in any documents that you send to any of us for identity verification purposes such as your passport or driving licence.
- Financial information, compliance documentation and references verifying your qualifications and experience and your right to work in the Republic of Ireland
- information that you provide about yourself when entering into a contract with us such as bank account details, PPS number, next of kin details, medical and health.
- GPS tracking on company owned vehicles.
- Invoicing and billing information
- Marketing preferences

AFM Ireland will process (collect, store and use) the information you provide in a manner compatible with the EU’s General Data Protection Regulation (GDPR).

Purpose use and retention.

This data protection policy ensures AFM Facilities Limited

- complies with Data Protection legislation and follows good practice.
- protects the rights of employees and customers.
- is transparent in terms of how it stores and processes individuals' data.

The personal data we collect will be used for

- Recruitment,
- Pay, tax.
- Health and safety
- Transfer of Undertaking Regulations compliance
- Rostering
- Training
- Vehicle locating
- Next of kin contact

Client service: To carry our obligations arising from any client service contracts.

Our legal basis for processing for the personal data:

- The processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract; or
- the data subject has given consent to the processing of his or her personal data for one or more specific purposes (e.g., for marketing purposes).

Third Party Disclosure

AFM Facilities Limited will ensure that personal data is not disclosed to unauthorised third parties We will only share your personal information with the third parties to comply with our obligations as an employer or to provide services to you.

- Issuing payslips and postal service
- GPS tracking of company owned vehicles.
- Legal firms and consultants for employment related matters
- Invoicing and accounts

In certain circumstances, GDPR allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Retention and Disposal of Data

When determining the retention period, we take into account various criteria, such as the type of services requested by or provided to you, the nature and length of our relationship with you.

We will not retain personal data for a longer period than is necessary, in relation to the purpose for which the data was originally collected, except where it is required to be retained to meet other legislative or regulatory obligations.

Rights as a Data Subject

- access your personal information.
- require us to delete it.
- rectify any personal information we hold that is incorrect; and/or
- have your personal information transmitted to another data controller.

If you want to exercise these rights, please let us know in writing. You will need to provide sufficient information to verify and complete your request. We will complete your request, subject to any legal or other requirements that requires or permits us not to complete your request.

COMPLAINTS

In the event that you wish to make a complaint about how your personal data is being processed by AFM Facilities Limited, or how your complaint has been handled, you have the right to lodge a complaint directly Data Protection Officer.

Data Protection officer

AFM Ireland

Kilshane cross

North Road

Dublin 11

Cookies Policy

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General Staff Guidelines

- The only people able to access data covered by this policy should be those who **need it for their work**;
- Data **should not be shared informally**. When access to confidential information is required, employees can request it from their line managers;
- Employees should **keep all data secure**, by taking sensible precautions and following the guidelines below;
- **Strong passwords are mandatory**, and they should never be shared;
- Personal data **should not be disclosed** to unauthorised people, either within the company or externally.
- Data should be **regularly reviewed and updated**. If it is found to be out of date and/or no longer required, it should be deleted and disposed of appropriately.

Employees **should request help** from their line manager or the Data Protection Officer if they are unsure about any aspect of data protection.