

# ATLAS REMOVAL SERVICES LIMITED

Unit 4a-7a - Major Industrial Estate - Middleton Road - Morecambe - LA3 3NT  
Tel : +44 1524 859668 - Email : info@atlasremovalservices.co.uk



## SECURITY PRIVACY STATEMENT

**Atlas Removal Services Limited is committed to protecting the privacy and security of your personal information.**

This privacy notice describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR).

It contains important information on how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

Atlas Removal Services Ltd. collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the GDPR which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

### What information do we collect?

Personal data, or personal information, means any information about an individual from which that person be identified. It does not include data where the identity has been removed (anonymous data).

On our website and/or client links from a third party (i.e Yell.com, ReallyMoving.com, Pinlocal Ltd) we collect and use personal information. This includes name, address, telephone number and Email in order to :

- Respond to requests submitted by you
- Process orders or applications submitted by you
- Administer or otherwise carry out or obligations in relation to any agreement you have with us.
- Anticipate and resolve problems with any service supplied to you.

### Who we share your personal information with

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party and we will only provide your personal information which we consider is necessary for the performance of that reason.

## **Whether we need your consent**

We do not need your consent if we use your personal information in accordance with our written policy to carry out our duties and legal obligations.

In limited circumstances we may approach you for your written consent to allow us to process more sensitive data to be able to carry out the work as stated in our written quotes and terms and conditions. If we do so, we will provide you with full details of information that we would like and the reason we need it so that you carefully consider whether you wish to consent.

## **How long your personal information will be kept**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including the purposes of satisfying any legal, accounting or reporting requirements.

We will hold personal data for the period we are required to retain this information by applicable UK tax law (currently 6 years). In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice from you.

## **Your rights**

Under the GDPR you have a number of important rights free of charge. Under certain circumstances you have the right to :

- Request access to your personal information
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are processing information for marketing purposes.
- Object in certain other situations to our continued processing of your personal information.
- Request the transfer of your personal information to another party.

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individual's right under the General Data Protection Regulation which is accessible via :

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> .

In some circumstances you can claim compensation for damages caused by our breach of any data protection laws.

If you would like to exercise those rights, please :

- email, call or write to Sandie Michiels, Data Protection Officer on 01524 859668, [sandie@atlasremovalservices.co.uk](mailto:sandie@atlasremovalservices.co.uk) or Unit 6, Major Industrial Estate, Middleton Road, Heysham, LA3 3NT.

- let us have enough information to identify you.
- let us have proof of your identity and address.
- let us know the information to which your request relates.

To withdraw any consent you have given us, please contact Sandie Michiels via any of the above contact details. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose you originally agreed to, unless we have another legitimate basis for doing so in law.

### **Keeping your personal data secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Data protection officer**

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO, Sandie Michiels by emailing [sandie@atlasremovalservices.co.uk](mailto:sandie@atlasremovalservices.co.uk). You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

### **Changes to this privacy notice**

This privacy notice was published on 30th May 2018 and last updated on 30th May 2018. We reserve the right to update this notice at any time, and we will provide you with a new privacy notice on this page [www.atlasremovalservices.co.uk](http://www.atlasremovalservices.co.uk)

### **How to contact us**

Please contact our Data Protection Officer, Sandie Michiels at [sandie@atlasremovalservices.co.uk](mailto:sandie@atlasremovalservices.co.uk) if you have any questions about this privacy notice or the information we hold about you.

Thank you.