

# ***AQUATIC CONTROL ENGINEERING LTD***

Document Title: General Data Protection Regulation and Privacy Policy

*Aquatic Control Engineering Ltd  
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# General Data Protection and Privacy Policy

Please be aware that these websites do not adhere to our privacy policy (or any other of our policies) and that we do not accept responsibility or liability for these policies. We advise that you review their policies before you submit any personal data to these websites.

## 8. Aquatic Control Engineering employees

All employees have the same rights as outlined in this policy. You have the right to request to see any of your personal information we may hold and any information that is linked to you. You also have the right to request to be removed from our database.

Upon Employment with Aquatic Control Engineering, personal data (as listed above) will be stored on the Company Management drive and locked within your personal employee folder. This data is kept for a minimum of 6 years in line with legal requirements and not kept any longer than is necessary for a legitimate purpose.

You can access more information by contacting the Data Protection Representative.

The Company would like to use your job profile which could include the following:

Full name of employee  
Job Title  
Job description and specific project works  
Qualifications and professional development  
Personal statement

The purposes in which we might use this information are for:

Social Media marketing  
CV's for tender work  
CV's for auditing  
Newsletters

- ✓ As this is personal data to you, we will never use this information without receiving your consent form.
- ✓ We will notify you every time we use any part of your personal information.
- ✓ You have the right to ask for this information to be removed from our records.
- ✓ The information is stored on our specific marketing drive where access is restricted.

Signed:

Stephen Randall  
Managing Director

**Date Reviewed: 29/04/2020**

**Next Scheduled Review: May 2021**

*This Document is no longer considered controlled once it has been printed or E-mailed*

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