

## GDPR PRIVACY NOTICE

WW Martin Ltd ("the Company") is committed to protecting the privacy and security of your personal information and complying with data protection law, including the General Data Protection Regulation (GDPR).

For the purposes of the GDPR, the Company is a "data controller" because it will obtain personal information about you and will be responsible for deciding how it holds and uses this information.

In compliance with a requirement of the GDPR the Company has developed a detailed privacy notice. This describes how we collect and use the personal information of candidates, employees, workers, sub-contractors and contractors including before, during and after your working relationship and how we comply with the data protection principles set out in the GDPR.

The information we hold and process may include:

- Payment details
- Address
- Telephone number
- Email address
- Training
- Insurance Details

Our policy is for information or data to be kept for only as long as necessary to meet the purpose(s) for which it is collected. It is then disposed of in a managed and secure way.

There are a number of rights under the GDPR. These include the right to:

- See the information we held
- Request for personal data to be amended if it is inaccurate or incomplete
- Object to the processing of data

Further information about these rights from the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk) any wish to exercise any of these rights, please contact us as indicted below.

The Company's full Privacy Notice is available upon request; please email [jean.humphrys@wwmartin.co.uk](mailto:jean.humphrys@wwmartin.co.uk) for further information.

N Peck  
Director  
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[www.wwmartin.co.uk](http://www.wwmartin.co.uk)

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