

PRIVACY POLICY

CityAxis is committed to protecting and maintaining your privacy. We comply with data protection laws that are applicable in respect of data processing within the UK.

This policy statement is designed to give a clear explanation of CityAxis' data processing practices.

Information Held

We will not collect any information about individuals, except where it is specifically and knowingly provided by them. Examples below:

- Name
- Address
- Email address
- Telephone number
- Occupation
- CV's
- DBS certificate numbers
- Payroll information
- Pension schemes
- Training certificates
- Accident reports
- Interview notes/ appraisals

Information Storage

We have security measures in place to protect the security of your personal information and keep it confidential. These measures are reviewed regularly to ensure compliance.

We will keep personal information for at least as long as we have a relationship with you. After our relationship with you has ended, we take into account our legal, regulatory and professional obligations to decide how long your personal information is kept.

Use of Information

We will use the information held about you for the purposes for which it was provided to us as stated at the point of collection (or as may be obvious in the context of collection).

Disclosure of Information

We will never disclose your personal data to anyone outside of CityAxis except where we have your consent, where we are required or permitted to do so by law or where a third party are engaged by us to provide services to us.

Your Rights

You have rights regarding your personal information and we would encourage you to inform us if the information we hold about you is no longer accurate. Therefore, if you would like to discuss or exercise these rights, please contact us at hr@cityaxis.co.uk.

Changes to this Policy

This policy is kept under regular review and was last amended in May 2018.

Contact

Any questions, comments or requests regarding this privacy policy are welcomed and should be addressed to hr@cityaxis.co.uk.

Signed:  _____

Date: 28th February 2020

Position: Managing Director

Review: February 2021