

Privacy Policy

At Advanced Maintenance UK Ltd, we are committed to protecting your personal information and respecting your privacy. This policy explains what information we collect, how we use it, and the rights you have in relation to your data.

1. Information we collect

We may collect and process the following personal data:

- Your name, email address, phone number, and company details when you contact us, apply for a job, or complete a form.
- Information you provide to us when applying for roles (CV, work experience, qualifications).
- Any correspondence you send us directly.
- Website usage data, collected via cookies or analytics tools.

2. How we use your information

We use your personal data to:

- Respond to enquiries, applications, and service requests.
- Manage recruitment applications for employment or subcontractor opportunities.
- Provide updates on projects, services, or compliance (if you have opted in).
- Meet our legal, regulatory, and compliance obligations.

3. Legal basis for processing

We process personal data under one or more of the following lawful bases:

- Your consent (e.g. when you complete a form).
- To fulfil a contract with you.
- To meet legal or regulatory requirements.
- Our legitimate business interests (e.g. running and improving our services).

4. Sharing your information

We do not sell your data. We may share your information with:

- Service providers who support our business operations (e.g. IT support, CRM systems).
- Regulatory or legal authorities if required by law.
- Partners and subcontractors strictly for delivering agreed services.

5. Data storage and security

We store your information securely and limit access to authorised personnel only. We take appropriate measures to protect your data from unauthorised access, misuse, or loss.

In the unlikely event of a **data breach** that risks your rights and freedoms, we will notify you and the Information Commissioner's Office (ICO) in line with GDPR requirements.

6. International transfers

We do not routinely transfer personal data outside the UK/EEA. Where international providers (such as cloud or email services) are used, we ensure appropriate safeguards are in place in accordance with GDPR, such as standard contractual clauses or adequacy decisions.

7. How long we keep your data

We only keep your personal data for as long as necessary for the purposes it was collected, or as required by law and regulatory obligations. When data is no longer required, it will be securely destroyed.

8. Cookies and analytics

Our website may collect information about how you use it through cookies or analytics tools. Cookies help us understand visitor behaviour and improve user experience. For further details, please see our Cookie Policy or contact us directly.

9. Your rights

You have the right to:

- Access the personal data we hold about you.

- Request correction of inaccurate information.
- Request deletion of your data, where appropriate.
- Withdraw consent where processing is based on consent.
- Restrict or object to processing of your data.
- Request transfer of your data to another provider (data portability).
- Complain to the Information Commissioner's Office (ICO) if you believe your data rights have been breached.

10. Contact us

If you have any questions about this Privacy Policy or how your data is handled, please contact us:

Company Name: Advanced Maintenance UK Ltd

Address: Units 2–4 Chiltern Enterprise Centre, Station Road, Theale, Berkshire, RG7 4AA

 enquiries@advancedmaintenance.co.uk

 0118 930 3738

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