



## DATA PRIVACY POLICY

At **PTS - PAT Testing Solutions** we do not share or pass on data to anyone. It is stored by us, if the data subject agrees, only so that data subject can be contacted again when the current PAT Testing Certificate is close to expiry and renewal is due.

### Where is the data stored?

The data is securely stored and password protected to which only **PTS - PAT Testing Solutions** has access.

### What data do we collect?

The information we collect is only the information we need to carry out the job and to remind the data subject when renewal is due: Name - Site Address - Contact Number - Email Address

### How long do we keep personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data:

- To provide a client with an ongoing maintenance service as instructed until client cancels contract.
- To notify client when maintenance is due in order for them to comply with current British Standards and decide if they would like to instruct us to carry out the maintenance required.
- PAT Testing Results are kept on file for up to 10 Years
- Copies of certification issued to client are kept on file for up to 10 years

### The Rights of the data subject

Unless subject to an exemption under the GDPR, **PTS - PAT Testing Solutions** will oblige upon the following requests:

The data subject requests a copy of the personal data we hold

The data subject requests any personal data is erased

The data subject requests we correct inaccurate personal data

